



CONTINUING EDUCATION

SPRING 2023 CATALOG

TAHLEQUAH | MUSKOGEE | BROKEN ARROW | ONLINE

- **Summer Youth STEM Camps**
- **Test Prep Center**
- **Community Music Academy**
- **Professional Development**
- **Marketing**
- **Training & Education**
- **& More**



NORTHEASTERN
STATE UNIVERSITY

CONTINUING EDUCATION

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GREETINGS FROM THE DEAN!

Welcome to NSU's College of Extended Learning & Continuing Education

Welcome! It is my pleasure to introduce you to our spring/summer 2023 catalog of workshops and non-credit course offerings.

A new year always feels like a fresh start—a time to take stock, explore new possibilities, establish goals and set priorities. It's important to do that as individuals and as a community, and to do so in the context of the world around us. I appreciate you viewing the many education and training opportunities our Continuing Education department offers.

From Professional Development and Skill Training, to Personal Awareness and Test Prep classes our Continuing Education department is here to advance and enhance your skill set so you can take on new opportunities that reflect your work or lifestyle. For our younger community members, our Summer Camp program is already gearing up to provide a fun and learning experience with STEM to keep our youth active and in a positive mindset!

I trust you will find unlimited opportunities for growth through our workshop and course offerings in our Continuing Education catalog. NSU as a whole is dedicated to educating the next generation of contributors and leaders. We are excited to invest in your future, and to partner with you as you pursue your dreams.

Enjoy to your benefit the contents of this catalog. As always, please feel free to contact me with any questions or contributing remarks.

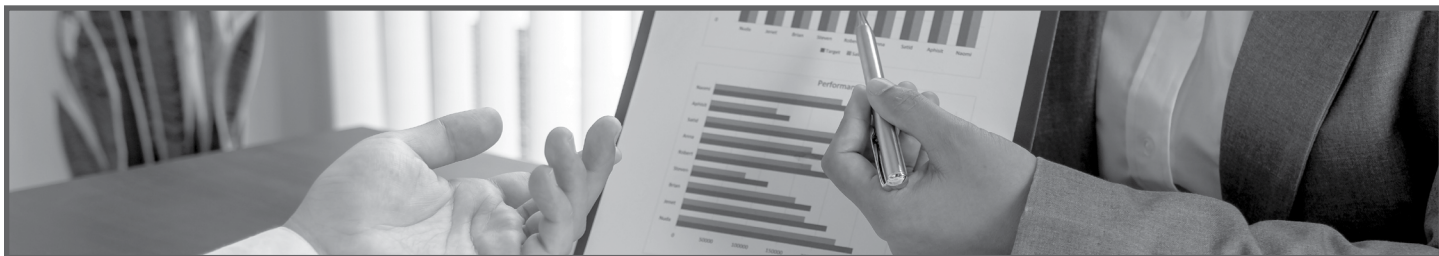
Have a great start to your 2023!

Eloy A. Chavez,

Dean, College of Extended Learning & Continuing Education | chavez02@nsuok.edu

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Business

CERTIFICATE IN BUSINESS COMMUNICATIONS

01-PRO-BUS-ON

This certificate offers instruction on creating many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs and websites.

\$299

Open Enrollment

Estimated Length: 25 hours | Access Time: 365 days

CEUs: 2.5 (Contact Hours: 25) Total CPEs (ISC)2: 15 | Group A: 0 | Group B: 15 Total PDUs/Contact Hours: 25 | Leadership PDUs: 11 | Strategic & Business Management PDUs: 2 | Technical PM PDUs: 12 HRCI Credits: 15 (General)

Communicating Collaboratively

01-PRO-MALA-ON

This introductory-level course will help you improve your collaborative communication by providing best practices and effective tips and techniques.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | 5 (ISC)2 CPEs | 5 HRCIs | 5 PDUs HRCI Credits: 5 Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 5 Leadership: 3.5 Strategic & Business Management: 1.5 IACET CEUs: .5

Effective Business Writing

01-PRO-BUS-ON

The ideas, techniques and checklists in this introductory-level course apply to all forms of business writing: memos, reports, brochures, proposals, presentations, catalogs and websites.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | 5 (ISC)2 CPEs | 5 PDUs Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 5 | Leadership: 0.75 | Strategic Business Management: 0.25 | Technical: 4 | IACET CEUs: .5

Effective Emails, Memos and Letters

01-PRO-BUS-ON

This course will help you improve your use of these common business communication vehicles by providing best practices and effective practices tips and techniques.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | 5 PDUs Total PMI PDUs/Contact Hours: 5 | Leadership: 4 | Technical: 1 | IACET CEUs: .5

Effective Presentations

01-PRO-TR-ON

This introductory-level course helps learners organize, structure, and create effective presentations that feature slides as a visual aid.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | 5 (ISC)2 CPEs | 5 PDUs | Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 5 | Leadership: 0.5 | Technical: 4.5 | IACET CEUs: .5

Effective Public Speaking

01-PRO-TR-ON

This introductory-level course helps you develop the skills you'll need to become an outstanding and confident public speaker. It reviews the seven stages of public speaking including defining the audience and crafting your central message, all the way to writing, practicing and delivering your presentation or speech.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | 5 PDUs | Total PMI PDUs/Contact Hours: 5 | Leadership: 2.25 | Strategic & Business Management: 0.25 | Technical: 2.5 | IACET CEUs: .5

CERTIFICATE IN DATA ANALYTICS

01-PRO-BUS-ON

This certificate in data analytics provides an overview of topics in statistics and their applications in a variety of fields. This certificate will present the basics of quantitative analysis and its increasing use in today's professional landscape.

\$399

Open Enrollment

Estimated Length: 30 hours | Access Time: 365 days

3 CEUs | 30 (ISC)2 CPEs | 30 HRCIs | 25 PDUs HRCI Credits: 30 Type: Total (ISC)2 CPEs: 30 Group A: 0 Group B: 30 Total PMI PDUs/Contact Hours: 25 Leadership: 7 Strategic & Business Management: 8 Technical: 10 IACET CEUs: 3

Data Analysis for Improving Organizational Performance

01-PRO-BUS-ON

This intermediate-level course will explain some of these measures and tools, describe some specific measurements and explain the relationship between assessment and strategy. Summarizing the data with the correct tool can be the gating factor to reaching staff and effecting changes that spur performance improvement.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | 5 (ISC)2 CPEs | 5 HRCIs | 5 PDUs | HRCI Credits: 5 | Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 5 | Strategic & Business Management: 3 | Technical: 2 | IACET CEUs: .5

Data Analysis in the Real World

01-PRO-BUS-ON

This intermediate-level course will provide answers to these questions as well as recommendations for decision-making based on data analytics for each sector. The course will begin with an introduction of Big Data, then continue into a deeper dive on its implications within each sector. Industry case studies make the concepts applicable in the real-world.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | 5 (ISC)2 CPEs | 5 HRCIs | HRCI Credit: 5 | Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | IACET CEUs: .5

Introduction to Data Analysis

01-PRO-BUS-ON

This course will introduce the different types of decisions made in an organizational setting, why quantitative analytics is important and how data quality can affect decision making. Since quantitative analytics is used in various settings, this intermediate-level course also offers insight into how research is used in different sectors.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | 5 (ISC)2 CPEs | 5 HRCIs | 5 PDUs | HRCI Credits: 5 | Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 5 | Leadership: 2 | Strategic & Business Management: 1 | Technical: 2 | IACET CEUs: .5

Statistical Process Control

01-PRO-BUS-ON

This intermediate-level course will introduce the basics of quality management, explaining the difference between quality control and quality assurance, providing methods for application of analysis, showing different applications of the Seven Basic Quality Tools.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | 5 (ISC)2 CPEs | 5 HRCIs | 5 PDUs | HRCI Credits: 5 | Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 5 | Leadership: 2.5 | Strategic & Business Management: 0.5 | Technical: 2 | IACET CEUs: .5

Statistics as a Managerial Tool

01-PRO-BUS-ON

This intermediate-level course examines statistics as a managerial tool. It also looks at common graphical representations of data and how these can be effective tools to explain situations and support persuasive arguments for a course of action.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | 5 (ISC)2 CPEs | 5 HRCIs | 5 PDUs | HRCI Credits: 5 | Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 5 | Leadership: 1 | Strategic & Business Management: 2.5 | Technical: 1.5 | IACET CEUs: .5

Tools of Data Analysis

01-PRO-BUS-ON

This intermediate-level course describes, evaluates and analyzes different statistical techniques and their real-world limitations and benefits. The course features crossover analysis, break-even analysis, cluster analysis, decision tree analysis as well as an introduction to regression.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | 5 (ISC)2 CPEs | 5 HRCIs | 5 PDUs | HRCI Credits: 5 | Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 5 | Leadership: 1.5 | Strategic & Business Management: 1 | Technical: 2.5 | IACET CEUs: .5

CERTIFICATE IN ENTREPRENEURSHIP (ACE®)

01-PRO-BUCO-ON

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What types of resources are available to budding entrepreneurs? Learners who complete this program will have the answers to those questions and others that are essential to the success of their business.

\$599

Open Enrollment

Estimated Length: 25 hours | Access Time: 365 days

2.5 CEUs | IACET CEUs: 2.5

Accounting and Finance for Entrepreneurs

01-PRO-BUCO-ON

This course provides an introduction to key topics in accounting and finance for those involved in new ventures. It reviews financial accounting basics, including GAAP Principles and financial statements, and also covers key issues in finance, broadly defined as any financial or monetary activity that involves a company.

\$129

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | IACET CEUs: .5

Business Law for Entrepreneurs

01-PRO-BUCO-ON

This course covers the basics of business law for an entrepreneur. It reviews legal structures for a new venture, intellectual property, employment law, contracts, government regulation and personal and real property.

\$129

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | .5 IACET CEUs

Introduction to Entrepreneurship

01-PRO-BUCO-ON

This course explores the different aspects of entrepreneurship and how entrepreneurs create and establish successful new ventures. It reviews issues and activities involved in starting a new business, including

the decisions that must be made before an enterprise can be launched and established.

\$129

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | .5 IACET CEUs

Leadership and Management for Entrepreneurs

01-PRO-MALA-ON

This course explores the leadership and management issues entrepreneurs face as they create and establish successful new ventures. It reviews the key managerial roles of planning, organizing, staffing, leading and controlling and their application in entrepreneurial settings.

\$129

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | .5 IACET CEUs

Strategic Marketing for Entrepreneurs

01-PRO-MARK-ON

This course reviews the strategic issues that an entrepreneur faces while starting a new venture or business, and highlights the questions about market acceptance that must be answered during every stage of the entrepreneurial process.

\$129

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | .5 IACET CEUs

CERTIFICATE IN FINANCE ESSENTIALS

01-PRO-BUS-ON

This online certificate program introduces non-financial managers to the essentials of finance. The course will help you become conversant in critical financial terminology and you'll learn how to calculate key financial management indicators.

\$399

Open Enrollment

Estimated Length: 19 hours | Access Time: 365 days

1.9 CEUs | 19 PDUs Total PMI PDUs/Contact Hours: 19 Leadership: 0.25 Strategic & Business Management: 13 Technical: 5.75 IACET CEUs: 1.9

Financial Planning and Control

01-PRO-BUS-ON

This introductory-level course is meant to teach finance concepts to non-financial managers, and consider tools for decision-making such as cost benefit analysis, break even analysis and balanced scorecard.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Strategic & Business Management: 1.5 Technical: 1.5 IACET CEUs: .3

How to Read a Financial Statement

01-PRO-BUS-ON

This course covers financial reports and their meaning. Learners will learn the fundamentals and importance of the income statement, balance sheet, statement of cash flows and how they can be used to manage a business.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

3 CEUs | 3 PDUs | Total PMI PDUs/Contact Hours: 3 | Strategic & Business Management: 2 | Technical: 1 | IACET CEUs: .3

Introduction to Business Statistics

01-PRO-BUS-ON

This introductory-level course is meant for non-financial managers. Understanding statistical techniques can help any manager be more responsible for marketing, management, accounting, sales or other business functions.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

4 CEUs | 4 PDUs | Total PMI PDUs/Contact Hours: 4 | Strategic & Business Management: 2.5 | Technical 1.5 | IACET CEUs: .4

Introduction to Finance

01-PRO-BUS-ON

This introductory-level course starts at the beginning, discussing finance as an organizational setting and legal forms of business. The course continues on to cover the responsibilities of financial managers, roles of finance

in a typical business organization and relevant financial markets of interest to financial managers.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Leadership: 0.25 Strategic & Business Management: 2.75 IACET CEUs: .3

Time Value of Money and Risk

01-PRO-BUS-ON

This introductory-level course covers time value of money (TVM) principles, risk and return. You will review the basic TVM techniques used in evaluating all financial decisions and their cash flow implications.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Strategic & Business Management: 2 Technical: 1 IACET CEUs: .3

Understanding and Managing Budgets

01-PRO-BUS-ON

This introductory-level course covers budgets and how they are used in organizational settings including the uses and functions of master budgets, operating budgets, sales, production and cost of goods sold budgets, and cash budgets.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Strategic & Business Management: 2 Technical: 1 IACET CEUs: .3

CERTIFICADO DE PEQUEÑA EMPRESA

01-PRO-BUS-ON

Esta serie de cursos en español tiene como objetivo equipar a los emprendedores y empresarios de empresas pequeñas familiares con el conocimiento y las herramientas necesarias para empezar un negocio o fortalecer y crecer el negocio que ya tienen. La serie cubre temas esenciales tales como la identificación del cliente ideal, definición de la oferta de valor, desarrollo y validación de un producto prototipo, exploración de tipos de estructuras empresariales, clarificación del modelo de negocio y estructura de precios, comprensión básica de estados financieros, creación de una marca y estrategias de mercadeo. Al completar un grupo de cursos predeterminados, el participante puede obtener un certificado.

\$300

Los cursos ocurren mensualmente

Longitud estimada: 13 horas

Como Crear un Producto o Servicio que los Clientes Compren

01-PRO-BUS-ON

Este curso ayuda a los emprendedores a definir un producto o servicio que sus clientes potenciales compren y amen usando el concepto de encaje entre el producto y el mercado (product-market fit). Los productos y servicios más exitosos son aquellos que responden a una necesidad o interés intenso del mercado. Muchos fracasos de productos se pueden atribuir a un desfase entre lo que el cliente quiere o está dispuesto a comprar y lo que un negocio ofrece.

\$79

Una vez cada dos meses

Longitud estimada: 3 horas

Creando un Modelo De Negocio Usando la Herramienta Canvas

01-PRO-BUS-ON

Este curso explica la importancia de tener un modelo de negocio, varios tipos comunes de modelos de negocios y como generar un modelo de negocio usando la herramienta Canvas.

\$79

Una vez al mes

Longitud estimada: 3 horas

Empezando Un Negocio En Estados Unidos

01-PRO-BUS-ON

En este curso se explican los aspectos básicos de empezar un negocio y los pasos necesarios para registrar una empresa en los Estados Unidos. La primera hora del curso está dedicada a presentar los aspectos esenciales del emprendimiento y la segunda hora esta dedicada a explicar cómo y por qué se registra una empresa a nivel estatal y a nivel federal (con el IRS).

\$59

Una vez al mes

Longitud estimada: 2 horas

Finanzas Básicas para Pequeños Negocios

01-PRO-BUS-ON

Este curso ayuda a los participantes a entender los diferentes costos de un negocio, incluido aquellos costos

que no son aparentes y les enseña como calcular cada tipo de costo por producto o servicio para que el negocio genere rentabilidad.

\$79

Una vez al mes

Longitud estimada: 3 horas

Qué es un Plan de Negocios y Cómo Crear Uno

01-PRO-BUS-ON

Este curso explica los componentes de un plan de negocios, porque es importante tener uno, los diferentes tipos de planes de negocio y como crear un plan de negocio.

\$59

Una vez al mes

Longitud estimada: 2 horas

CERTIFICATE IN SMALL BUSINESS MANAGEMENT

01-PRO-BUS-ON

Owning or managing a small business has a lot of benefits. Small business owners may have the freedom to control their schedules, be able to focus on work that they find fulfilling and find opportunities to positively impact their communities. This certificate will provide students with a fundamental understanding of the most critical areas in small business management.

\$499

Open Enrollment

Estimated Length: 30 hours | Access Time: 365 days

3 CEUs | PMI PDUs: 22Leadership | PDUs: 9.75Strategic & Business Management | PDUs: 7.25Technical PM PDUs: 5IACET CEUs: 3 | (Contact Hours: 30 hours)HRCI Credits: 30 (Type: Specified - Strategic Business: 21 | General: 9)SHRM PDCs: 30

Accounting Fundamentals for Small Businesses

01-PRO-BUS-ON

This course will introduce you to fundamental accounting concepts and develop your ability to record and analyze business transactions and prepare the four major financial statements.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 IACET CEUs | 5 PMI PDUs | 5 HRCICredits | 5 SHRM PDCs

Budgeting and Financial Analysis for Small Businesses

01-PRO-BUS-ON

This course will introduce you to the budgeting process and financial analysis. In module one, you will develop your ability to prepare budgets, generate pro forma financial statements and analyze budget variances. Module two will focus on analyzing the financial position of your business through financial ratio analysis, benchmarking and break-even analysis.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 IACET CEUs | 5 PMI PDUs | 5 HRCICredits | 5 SHRM PDCs

HR Fundamentals for Small Businesses

01-PRO-BUS-ON

The people who make up your business are among your

most valuable assets. Proper management of those human resources is critical for creating and sustaining a skilled and engaged workforce, developing a positive business culture and generating a competitive advantage. This course will help you learn HR responsibilities that you will need in order to succeed.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 IACET CEUs | 3 PMI PDUs | 3 HRCICredits | 3 SHRM PDCs

Law for Small Businesses

01-PRO-BUS-ON

This course covers the basics of business law as it pertains to small businesses, franchises, and entrepreneurial endeavors. The topics include legal structures for new ventures, contracts, intellectual property rights, real property, employee rights, tax responsibilities and product warranties and liabilities.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 IACET CEUs | 5 PMI PDUs | 5 HRCICredits | 5 SHRM PDCs

Leading and Managing Small Businesses

01-PRO-BUS-ON

This course will help you learn the fundamentals of leadership and management are the same in large and small business settings, one or two bad leaders can more

quickly have a detrimental impact on a small business.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 IACET CEUs | 3 PMI PDUs | 3 HRCICredits | 3 SHRM PDCs

Project Management for Small Businesses

01-PRO-BUS-ON

This course introduces fundamental project management concepts, reviews common project pitfalls, and explains the importance of each of the five stages of the project life cycle: initiating, planning, executing, monitoring/controlling and closing.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 IACET CEUs | 3 PMI PDUs | 3 HRCICredits | 3 SHRM PDCs

Small Business Marketing

01-PRO-BUS-ON

This course is designed for small business owners, entrepreneurs, managers and other professionals

who want to understand the basics of small business marketing.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 IACET CEUs | 3 PMI PDUs | 3 HRCICredits | 3 SHRM PDCs

Introduction to Small Business Management

01-PRO-BUS-ON

Introduction to Small Business Management is designed for prospective and current small business owners, entrepreneurs, and managers who want to understand the basics of running a successful small business. Managing a small business can be quite challenging, and this course provides an overview of small business operations, including business planning, legal issues, financial management, human resources, managing people, marketing, and customer care.

\$79

Open Enrollment

Estimated Length: 33.5 hours | Access Time: 365 days

.3 IACET CEUs | 3 PMI PDUs | 3 HRCICredits | 3 SHRM PDCs

LEADERSHIP FOR WOMEN IN BUSINESS (ACE® CREDIT)

01-PRO-MALA-ON

This online course explores the various challenges that evidence suggests women in business are likely to face—challenges that are different (in kind or in scale) than those faced by men in business. Throughout seven segments, learners will explore key concepts and practices that all successful business people should be familiar with.

\$651

Open Enrollment

Estimated Length: 25.5 hours | Access Time: 365 days

2.3 CEUs | 23 HRCIs | 2.3 IACET CEUs

Body Language for Women in Business

01-PRO-MALA-ON

By understanding the impact of body language, leaders can learn how to communicate in a way that builds and sustains positive relationships with employees, clients and business partners.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 SHRM | 3 HRCIs | 3 PDUs

Communication for Women in Business

01-PRO-MALA-ON

The course will provide a general overview for effective communication at work. Learners will review tips and strategies for communicating with small and large groups, being heard in meetings, projecting confidence and more – especially as these concepts apply to women.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | 5 SHRM | 5 HRCIs | 5 PDUs

Current Issues Facing Women in Business

01-PRO-MALA-ON

The course concludes with a brief review of milestones in

the history of women in the workplace and an assessment of some ways that better representation of women can benefit businesses.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 SHRM | 3 HRCIs | 3 PDUs

Leadership and Management for Women in Business

01-PRO-MALA-ON

This course reviews various qualities of leaders and styles of leadership and management. It also reviews common managerial challenges and introduces techniques, strategies and best practices to overcome those obstacles.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 SHRM | 3 HRCIs | 3 PDUs

Negotiation for Women in Business

01-PRO-MALA-ON

This course defines negotiation and reviews the importance of advocating for yourself and your interests. The course-takers will also engage in negotiation scenarios for opportunities to prepare for common

situations they may encounter.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 SHRM | 3 HRCIs | 3 PDUs

Networking and Mentorship for Women in Business

01-PRO-MALA-ON

This course introduces techniques and strategies for networking, finding mentors, and attracting sponsors, as well as common anxieties and obstacles that people face when trying to expand their professional connections.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 SHRM | 3 HRCIs | 3 PDUs

Work-Life Balance for Women in Business

01-PRO-MALA-ON

This course explores the importance of prioritizing things that matter to you, both at work and at home and introduces techniques that can help individuals and organizations make work-life balance possible.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 SHRM | 3 HRCIs | 3 PDUs

Leadership for Women in Business Final Exam (ACE Credit)

This is the final exam course for this ACE CREDIT®-bearing bundle. This course is not available for individual sale.

SMALL BUSINESS MANAGEMENT (ACE® CREDIT)

01-PRO-BUS-ON

This online course provides learners with a fundamental understanding of the most critical areas in small business management. Throughout nine segments, learners will explore the varied tasks, such as accounting, budgeting, business law, etc.

\$703

Open Enrollment

Estimated Length: 33.5 hours | Access Time: 365 days

22 PMI PDUs | 9.75 Leadership PDUs | 7.25 Strategic & Business Management PDUs | 5 Technical PM PDUs | 3 IACET CEUs | 33.5 Contact Hours | 30 HRCI Credits | Type: Specified - Strategic Business | 21 General | 30 SHRM PDCs

Accounting Fundamentals for Small Business

01-PRO-BUS-ON

This course will introduce you to fundamental accounting concepts and develop your ability to record and analyze business transactions, and prepare the four major financial statements.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | 5 PDUs

Budgeting Financial Analysis for Small Business

01-PRO-BUS-ON

This course will introduce you to the budgeting process and financial analysis. In module one, you will develop your ability to prepare budgets, generate pro forma financial statements and analyze budget variances. Module two will focus on analyzing the financial position of your business through financial ratio analysis, benchmarking, and break-even analysis.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | 5 PDUs

HR Fundamentals for Small Business

01-PRO-BUS-ON

This course reviews key areas in human resource management, like crafting job descriptions, finding the right people for those jobs, fairly compensating employees and responding to performance issues.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

3 CEUs | 3 PDUs

Law for Small Businesses

01-PRO-BUS-ON

This course covers the basics of business law as it pertains to small businesses, franchises, and entrepreneurial endeavors. The topics include legal structures for new ventures, contracts, intellectual property rights, real property, employee rights, tax responsibilities and product warranties and liabilities.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | 5 PDUs

Project Management for Small Business

01-PRO-BUS-ON

This course introduces fundamental project management concepts, reviews common project pitfalls, and explains the importance of each of the five stages of the project life cycle: initiating, planning, executing, monitoring/controlling and closing.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

3 CEUs | 3 PDUs

Small Business Marketing

01-PRO-BUS-ON

This course is designed for small business owners, entrepreneurs, managers and other professionals who want to understand the basics of small business marketing. The material explains how to utilize social media marketing, content marketing, etc.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

3 CEUs | 3 PDUs

Leading and Managing Small Businesses

01-PRO-BUS-ON

This course will prepare you to lead and manage employees in your organization, whether you are navigating through periods of change, growth, or stress. You will learn about some of the qualities and values shared by successful leaders, like decisiveness, adaptability, etc.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

3 CEUs | 3 PDUs

Small Business Management Final Exam (ACE Credit)

This is the final exam course for this ACE CREDIT®-bearing bundle. This course is not available for individual sale.

Introduction to Small Business Management

01-PRO-BUS-ON

Introduction to Small Business Management is designed for prospective and current small business owners, entrepreneurs and managers who want to understand the basics of running a successful small business.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

3 CEUs | 3 PDUs

How Can I Help You? Customer Service Best Practices

01-PRO-BUCO-ON

This course will help learners identify customers as one of four different types: agreeable, directive, analytical or expressive. This course will also help learners understand that customer service language should be both polite and efficient. This course will help you learn all of this and more!

\$49

Open Enrollment

Estimated Length: 1 hours | Access Time: 90 days

.1 CEUs

An Overview of Sustainable Management

01-PRO-BUS-ON

This course provides an overview of sustainable management, and discusses the role of government and regulation in sustainable management practices.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | IACET CEUs: .5

Corporate Social Responsibility

01-PRO-BUS-ON

Corporate Social Responsibility (CSR) is the concept of organizations taking responsibility for their impact on society and the environment. Learners will learn from this course about community growth, community development and corporate decision-making.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | IACET CEUs: .5

Introduction to Business Analysis

01-PRO-BUS-ON

This introductory course provides a wide-ranging overview of the principles and concepts of business analysis, with a focus on the following six areas: needs assessment, stakeholder engagement, requirements elicitation, requirements analysis, requirements tracing and monitoring and solution evaluation.

\$599

Open Enrollment

Estimated Length: 25 hours | Access Time: 365 days

2.5 CEUs | 25 Contact Hours

Introduction to Finance

01-PRO-BUS-ON

This introductory-level course starts at the beginning, discussing finance as an organizational setting and legal forms of business. The course continues on to cover the responsibilities of financial managers, roles of finance in a typical business organization and relevant financial markets of interest to financial managers.

\$70

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Leadership: 0.25 Strategic & Business Management: 2.75 IACET CEUs: .3

Introduction to Grant Writing

01-PRO-BUS-ON

This introductory-level course offers a guide to the basics of grant writing. The course explores the relationship between grant writing and an organization's strategy for fundraising. It also outlines the six stages of grant writing and highlights grant writing best practices.

\$150

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | 5 CFREs CFRE Credits: 5 | IACET CEUs: .5

Logistics and Distribution Management

01-PRO-BUS-ON

This course explores the fundamental concepts and ideas of logistics and distribution management. It develops into the various logistics information management systems, analyzes their financial aspects and technological

influences and explains how to manage and measure their performance.

\$149

Open Enrollment

Estimated Length: 6 hours | Access Time: 180 days

.6 CEUs | 6 PDUs | Total PMI PDUs/Contact Hours: 6 | Strategic & Business Management: 3.5 | Technical: 2.5 | IACET CEUs: .6

Procurement and Supply Chain Management

01-PRO-BUS-ON

This course explains the evolution from the transactional purchasing or procurement function into the strategic process of supply management. It introduces key concepts and ideas that can be used to successfully source and manage suppliers and to deal with issues that may arise across the supply chain. The course is divided into modules that explain supply management basics; describe strategic, ethical and sustainable sourcing; and discuss supply chain leadership and integration.

\$199

Open Enrollment

Estimated Length: 8 hours | Access Time: 180 days

.8 CEUs | 8 PDUs | Total PMI PDUs/Contact Hours: 8 | Leadership: 3 | Strategic & Business Management: 3.5 | Technical: 1.5 | IACET CEUs: .8

Capital Campaigns

01-PRO-BUS-ON

This introductory-level course covers the key terminology and practices surrounding running a successful capital campaign within a nonprofit organization. You will learn about the phases of conducting a capital campaign evaluation, feasibility study, organization, solicitation and post-campaign activities as well as how to avoid common pitfalls in capital campaigns.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 (Contact Hours: 3) | CFRE Credits: 3 | HRCI Credits: 3 (Specified - Strategic Business)

Supply Chain Management Basics

01-PRO-BUS-ON

This course introduces the core concepts and components of supply chain management, including supplier evaluation, logistics, inventory management and other supply chain practices.

\$299

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 days

1.0 CEUs | 10 PDUs | Total PMI PDUs/Contact Hours: 10 | Leadership: 1 | Strategic & Business Management: 4 | Technical: 5 | IACET CEUs: 1.0

Strategy for Nonprofit Organizations

01-PRO-BUS-ON

Course participants will learn about different strategies for nonprofit organizations and how to maximize profits and implement strategies successfully.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

5 CEUs | IACET CEUs: .5

Starting Your Own Nonprofit Organization

01-BUS-MALA-ON

This course is a how-to guide for anyone who's got a great idea about how to give back to the community - but doesn't know how to turn that idea into a reality.

\$79

Open Enrollment

Estimated Length: 4 hours | Access Time: 365 days

.4 CEUs | Contact Hours: 4 | HRCI Credits: 4 | SHRM Credits: 4 | Type: Specified - Strategic Business

Fundraising for Nonprofit Organizations

01-PRO-BUS-ON

This course offers an introduction to fundraising for nonprofit organizations, with an emphasis on the fundamental issues.

\$150

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 days

4 CEUs | 4 CFREs CFRE Credits: 4 | IACET CEUs: .4

Triple Bottom Line Accounting

01-PRO-BUS-ON

In order to pursue the goal of sustainability, corporate and government leaders must manage companies and economies in terms of balancing and optimizing the triple line of social, environmental and economic impacts. Learners will learn different concepts of Triple Bottom Line Accounting.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs | IACET CEUs: .5

Business Ethics in the 21st Century

01-PRO-MALA-ON

This introductory-level course introduces the major ethical frameworks in business and seeks to give learners a strong foundation in ethical business practices, whether as individuals, as a leaders or as stewards of the organization. This course reviews how organizations can establish and encourage an ethical culture while monitoring for compliance.

\$249

Open Enrollment

Estimated Length: 10 hours | Access Time: 90 days

CEUs | 10 HRCIs | 10 PDUs HRCI Credits: 10 Type: Specified - Strategic Business
Total PMI PDUs/Contact Hours: 10 Leadership: 2.5 Strategic & Business Management: 5.25 Technical: 2.25 IACET CEUs: 1

Advanced Grammar for Copy Editors

01-PRO-BUS-ON

This course, a staple for anyone who is interested in copy editing, will ensure you have a detailed understanding of word categories, punctuation, and sentence construction. The course will guide you through the eight parts of speech; simple, compound, complex and compound-complex sentences; ten punctuation marks; and the rules for capitalization.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs

Budgeting in a Nonprofit Organization

01-PRO-BUS-ON

In this course, you will gain an understanding of the uses and functions of budgets and the relationship between strategic budgeting and tactical budgeting. You will also learn about the organization-wide budget and different budget systems.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | 3 CFREs CFRE | 3 | IACET CEUs: .3

How to Read a Nonprofit Financial Statement

01-PRO-BUS-ON

This course will develop your ability to appropriately interpret the major financial accounting statements that are used by nonprofit organizations. You will gain an understanding of the types of financial statements that are used by nonprofit organizations and how they differ from for-profit financial reporting.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | .3 IACET CEUs

Work From Home: Health and Wellness at Home

01-PRO-BUS-ON

This course provides learners with the knowledge and practices to gain and sustain optimum health and wellness at home. In addition, it provides guidance for improving sleep hygiene, practicing mindfulness, developing healthy eating habits, exercising and tracking health with technology.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | .3 IACET CEUs

Work From Home: Technology at Home

01-PRO-BUS-ON

This course provides learners with the knowledge, tips, and practices to manage different devices and technologies at home. In addition, it provides practical guidance for purchasing products, contracting for services and troubleshooting common issues so your day runs smoothly from anywhere in the world.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | .3 IACET CEUs

Work From Home: Work-Life Balance

01-PRO-BUS-ON

This course will introduce you to the concept of work-life balance, as we know it in the Age of Remote Work. And it will offer you practical advice and tips on dealing with your employer, supporting your family, and caring for parents and other, older loved ones.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 days

.3 CEUs | .3 IACET CEUs



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.

www.nsuok.edu/ce

Access Time: Year round

Location: Tahlequah Campus

Individual Lessons (Private Lessons)

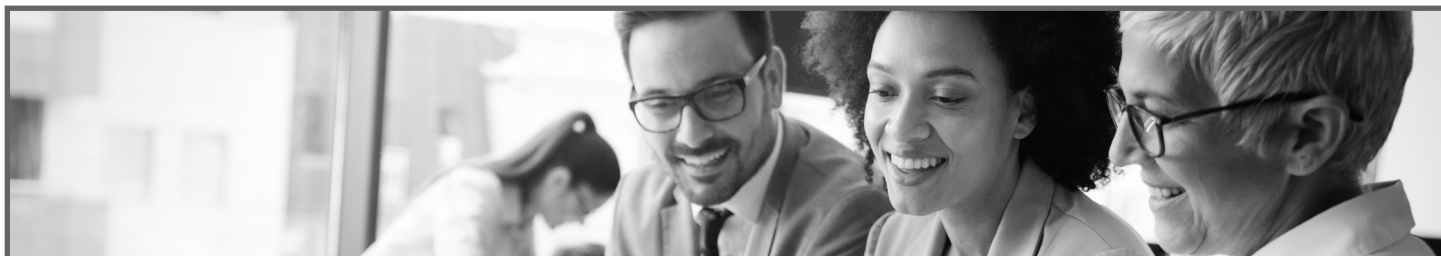
Individual instruction is one of the best ways to make progress in your musical studies. Private lessons are available for most instruments and voice. Weekly lessons may be scheduled for 30, 45 or 60 minutes.

Open Enrollment

Lesson prices vary according to amount of time and level of instructor.

Access Time: Year round

Location: Tahlequah Campus



Courses for Educators

CERTIFICATE IN ONLINE LEARNING

01-EDU-ON

Creating effective online learning courses and simulations can be a challenge. There are tools and techniques, as well as best practices, that can help those designing and creating online learning content for organizations and institutions of higher education. This Certificate in Online Learning offered by the National Institute of Online Learning (NIOL) draws upon the lessons learned by the creative, editorial, and technical teams at MindEdge Learning.

\$320

Open Enrollment

Estimated Length: 22 hours | Access Time: 365 days

2.2 CEUs | IACET CEUs: 2.2

Introduction to Online Learning

01-EDU-ON

This course introduces the major models, tools and techniques for creating and delivering online learning. It reviews the fundamentals of general learning theory and how it can be applied in practice to online design and instruction.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

0.5 CEUs | IACET CEUs: 0.5

Narrative Learning

01-EDU-ON

In developing any online learning material, federal regulations require adherence to specific accessibility standards. Students with disabilities must be given equal access to learn the content. This can be a major road block to an organization trying to develop online coursework. This course covers the basics of online learning accessibility standards and reviews best practices for accessibility.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

0.5 CEUs | IACET CEUs: 0.5

Online Learning Accessibility

01-EDU-ON

In developing any online learning material, federal regulations require adherence to specific accessibility standards. Students with disabilities must be given equal access to learn the content. This can be a major road block to an organization trying to develop online coursework. This course covers the basics of online learning accessibility standards and reviews best practices for accessibility.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

0.5 CEUs | IACET CEUs: 0.5

Teaching Online

01-EDU-ON

Even the most experienced teachers often need help transitioning into the world of teaching online. When you don't meet your students face-to-face teachers must adjust their tactics and strategies to help them identify

struggling students and to ensure students are engaging and learning the material. This course offers a brief survey of the major models, tools, and techniques in teaching online.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

0.5 CEUs | IACET CEUs: 0.5

The Technology of Online Learning

01-EDU-ON

As a developer of online courses, this course seeks to give you the vocabulary and tools you need to ask the right questions and understand the fundamental concepts of technology in online learning. It reviews the key software and hardware options available, and it covers best practices in using technology.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

0.5 CEUs | IACET CEUs: 0.5

Attention-Deficit/Hyperactivity Disorder: Information and Interviews for Effective Teaching

02-PRO-MALA-ON

This course will help the learner achieve a better understanding of ADD and intervention strategies to facilitate positive student change. 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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Advanced Classroom Management: Children as Change Agents

02-PRO-MALA-ON

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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Behavior is Language: Strategies for Managing Disruptive Behavior

02-PRO-EDU-ON

This course is designed to give the learner a new perspective on student behavior and effective tools to facilitate positive student change. Taught by Mick R. Jackson MS/ED, this course provides a developmental framework to help the learner understand what students are trying to communicate through the "language" of their behavior.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Build School Communities: Brain Smart Classroom Management

02-PRO-EDU-ON

This course helps teachers build genuine bonds between themselves and their students and between students and their classmates, to create kindred classrooms with a foundation of acceptance, respect, and shared purpose.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Autism and 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. This course also lists resources for educators, related service personnel and parents who want more help or information on Autism and Asperger's Disorder.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Early Childhood Classroom Management

02-PRO-EDU-ON

In this course, participants learn about developmentally appropriate classroom management strategies for Pre-K third grade classrooms. We will look at the role of room arrangement, center management, large group time, and safe private spaces.

\$200

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Early Childhood: Family Centered Services

02-PRO-EDU-ON

This course is designed to give you a new perspective on serving the needs of young children and their families. 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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

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.

\$305

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

4.5 CEUs

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 eight.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Early Childhood: Typical and Atypical Development

02-PRO-EDU-ON

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

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

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.

\$245

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

ELA Curriculum Planning (5th - 12th Grade)

02-PRO-EDU-ON

Teachers will participate in a guided, collaborative process to review their curriculum and its alignment to the Oklahoma Academic Standards in English Language Arts (OAS-ELA). Teachers will explore school contextual factors to plan standards-based, coherent and sequenced curriculum guides/units that reflect knowledge of evidence-based teaching practices that promote the learning of all students.

\$50

Open Enrollment

Estimated Length: 30 hours | Access Time: At Your Convenience

1 CEU

English Language Learner: Language Acquisition

02-PRO-EDU-ON

This course discusses developmental theories and how they apply to English language learners. The focus of this course is on the process of second language acquisition and the role of the classroom teacher.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

English Language Learner: Methods and Materials

02-PRO-EDU-ON

This course discusses how to apply instructional methods in creating lessons; how to create a motivating and caring learning environment; how to integrate teaching reading, writing, speaking and listening skills; how to differentiate instruction for English language learners; and how to identify culturally appropriate curriculum and instructional resources.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Classroom Diversity and Inclusive Teaching Practices

02-PRO-EDU-ON

This course 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. Participants will learn about effective strategies for identifying and eliminating the development of stereotypes and biases in their classrooms and instead, building positive self-identity and respect for others.

\$200

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Harassment, Bullying, and Cyber-Intimidation in Schools

02-PRO-MALA-ON

The course will address harassment, bullying and cyber - Intimidation in schools. The course will explore preventative strategies as well as how school staff can address these issues when they occur.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

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 general education classrooms.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

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. The course lays the foundation for sensitive, appropriate assessment and evaluation of students.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Reading and Writing in Content Area

02-PRO-EDU-ON

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

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

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.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Response to Intervention

02-PRO-EDU-ON

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

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Six Traits of Writing Model: Teaching and 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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Talented and Gifted: Working with High Achiever

02-PRO-EDU-ON

This course gives the learner an understanding of effective ways to meet the 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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Teaching Secondary Math Conceptually: Meeting Mathematics Standards

02-PRO-EDU-ON

This course is an interactive computer-based instruction course designed to expand your methodology for teaching mathematics.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Traumatized Child: The Effects of Stress, Trauma, and Violence on Student Learning

02-PRO-EDU-ON

Course 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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Try DI!: Planning and Preparing a Differentiated Instruction Program

02-PRO-EDU-ON

This course reflects an approach that aligns the principles of DI with the practices of DI. The course has also been designed to introduce students to a range of strategies associated with a DI approach.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Child Abuse: Working with Abused and Neglected Children

02-PRO-EDU-ON

This course is designed to help the learner identify and effectively teach students affected by child abuse and/or neglect. This course covers how to recognize the signs of physical, emotional, and sexual abuse, and physical and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Understanding Aggression: Coping with Aggressive Behavior in the Classroom

02-PRO-EDU-ON

This course includes topics on violence, aggression in the classroom, youth gangs, aggression in sports and on television, how drugs and alcohol play a role in aggression and violence, and "hot spots" that tend to breed aggression and violence.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Understanding and Implementing Common Core Standards

02-PRO-EDU-ON

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

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Violence in Schools: Identification, Prevention and 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.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

Why DI? An Introduction to Differentiated Instruction

02-PRO-EDU-ON

This course will 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.

\$305

Open Enrollment

Estimated Length: 45 hours | Access Time: 6 months

4.5 CEUs

Drugs and Alcohol in Schools: Understanding Substance Use and Abuse

02-PRO-EDU-ON

This course is designed to help the learner gain a more comprehensive understanding of alcohol, drugs and their influences in the classroom. It 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 and provides a basic historical perspective of substance use along with the biological, psychological and social factors that comprise the disease of addiction.

\$250

Open Enrollment

Estimated Length: 30 hours | Access Time: 6 months

3 CEUs

CHILD CARE TRAINING CERTIFICATE

These courses will provide for 160 hours of training (equivalent to 16 CEUs). The Instructional Units will focus on the Growth and Development of young children (physical, social, emotional cognitive & literacy); the impact of family and community on children; child care professionalism; effective program planning and administration; safety, health and nutrition of young children; student and program assessment; and child guidance. An electronic badge and Certificate of Completion shall be awarded to all completes of the program.

\$1,750 plus cost for books and CPR Training

Open Enrollment

Estimated Length: 8 Weeks

16 CEUs

Family, Community, and Teachers

01-EDU-ON

Students will investigate methods for encouraging respectful, complementary relationships among the community, early care providers, young children and their families.

\$259

Open Enrollment

Estimated Length: 2 Weeks | Online

Birth to Age 2 Development

01-EDU-ON

Students will create an environment within the child care facility that supports infants' cognitive, physical, social, emotional and literacy development.

\$259

Open Enrollment

Estimated Length: 2 Weeks | Online

Meal Planning and Nutrition

01-EDU-ON

Students will promote healthy life style practices of young children by examining the nutritional needs of young children and planning nutritious meals.

\$259

Open Enrollment

Estimated Length: 2 Weeks | Online

Health and Safe Environments

01-EDU-ON

Students will examine outdoor and indoor safety practices while recognizing hazards, reinforcing disease prevention, outlining safe food handling practices and recognizing signs of neglect and abuse.

\$259

Open Enrollment

Estimated Length: 2 Weeks | Online

Two to Age 3 Development

01-EDU-ON

Students will construct an environment within the child care facility that supports toddlers' cognitive, physical, social, emotional and literacy development.

\$259

Open Enrollment

Estimated Length: 2 Weeks | Online

Guiding Behaviors

01-EDU-ON

Students will analyze typical developmental characteristics of young children by incorporating positive guidance strategies.

\$259

Open Enrollment

Estimated Length: 2 Weeks | Online

Four to Age 5 Development

01-EDU-ON

Students will design an environment within the child care facility that supports preschoolers' cognitive, physical, social and emotional development

\$259

Open Enrollment

Estimated Length: 2 Weeks | Online

Creative Curriculum Planning and Administration

01-EDU-ON

Students will plan lessons and activities that cater to the developing needs of young children; special emphasis will be placed on developmentally appropriate curriculum, daily routines, transitions, schedules and fun activities.

\$259

Open Enrollment

Estimated Length: 2 Weeks | Online



Healthcare

PHLEBOTOMY TECHNICIAN CERTIFICATION PROGRAM WITH CLINICAL EXTERNSHIP

05-PRO-HEA-BA

The 90 hour non-credit Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. This program awards a Continuing Education certificate in preparation for the participant to sit for the technician exam.

\$1,999

Open Enrollment

Estimated Length: 90 hours | Access Time: N/A

Courses may be taken separately, or as a certificate.

Clinical Medical Assistant Program - 140 Classroom Hours with Clinical Externship

03-PRO-HEA-BA

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

\$2,599

Open Enrollment

Estimated Length: At Your Own Pace | Access Time: 6 Months

Dental Assisting Program

03-PRO-HEA-BA

This 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing healthcare 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.

\$1,399

Open Enrollment

Estimated Length: 60 Contact hours (At Your Own Pace) | Access Time: 6 Months

Dialysis Technician Program

03-PRO-HEA-ON

This course provides students with the knowledge needed to perform as a dialysis technician. This course will review kidney dialysis machines, preparing dialyzer reprocessing and delivery systems and review equipment maintenance.

\$1,299

Open Enrollment

Estimated Length: At Your Own Pace | Access Time: 6 Months

ECG/EKG for Nurses

03-PRO-HEA-BA

This course is a valuable resource for learning the fundamentals of reading and interpreting ECGs. Course information includes Cardiac Anatomy and Physiology; Electrical Basis of ECGs; Sinus Dysrhythmias; and much more.

\$699

Open Enrollment

Estimated Length: At Your Own Pace | Access Time: 6 Months

EKG Technician Program

03-PRO-HEA-BA

This course prepares students to perform EKGs. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing.

\$1,200

Open Enrollment

Estimated Length: At Your Own Pace | Access Time: 6 Months

Electronic Health Management Record Course

03-PRO-HEA-BA

This program prepares students to understand and use electronic records in medical practice. The course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

\$1,299

Open Enrollment

Estimated Length: At Your Own Pace | Access Time: 6 Months

Medical Administrative Assistant Program with Clinical Externship

03-PRO-HEA-BA

This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances.

\$1,399

Open Enrollment

Estimated Length: At Your Own Pace

Medical Billing and Coding Program

03-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.

\$1,899

Open Enrollment

Estimated Length: 80 Contact hours (At Your Own Pace) | Access Time: 6 Months

Medical Coding ICD 10

03-PRO-HEA-BA

This program includes a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding); differences between ICD-9 and ICD-10; federal regulation; hands-on exercises and case studies; and much more!

\$999

Open Enrollment

Estimated Length: 80 hours | Access Time: 6 Months

Medical Terminology

03-PRO-HEA-ON

This program is a guide to identifying and understanding the basic word structure, root words, suffixes and prefixes. It provides instruction in the organization of the human body and the associated systems, medical abbreviations and symbols and common medical terms. This is a great introductory course for aspiring healthcare professionals!

\$499

Open Enrollment

Estimated Length: At Your Own Pace | Access Time: 6 Months

Pharmacy Technician Program

03-PRO-HEA-BA

This comprehensive 50-hour program (with 80-hour externship) 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.

\$1,399

Open Enrollment

Estimated Length: 50 Contact hours | Access Time: 6 Months

Veterinary Assistant Program

03-PRO-HEA-ON

This program provides students with an opportunity to obtain the necessary knowledge and skills to succeed in an entry-level position in the field of veterinary technology. This program also includes an optional clinical externship at a local healthcare provider!

\$1,899

Open Enrollment

Estimated Length: At Your Own Pace | Access Time: 6 Months



Human Resources

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

01-PRO-HR-ON

This suite of courses will teach you the basics of managing the benefits and policies that support an effective staff. This course has no prerequisites and no textbooks. The courses that are included in this certificate program are Compensation and Benefits, Data and Human Resource Management, Employee Selection, Equal Employment Opportunity, Introduction to Human Resource Management, Performance Management and Talent Management and Career Management.

\$399

Open Enrollment

Estimated Length: 21 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

2.1 CEUs | 5 (ISC)2 CPEs | 17 HRCIs | 6 PDUs | 14 SHRMs HRCI Credits: 17 Type: Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 6 Leadership: 1.75 Strategic & Business Management: 3 Technical: 1.25 IACET CEUs: 2.1 | SHRM Credits: 14

Compensation and Benefits

01-PRO-HR-ON

In this introductory-level course, you will consider issues surrounding the key aspects of pay policy: legal requirements, pay equity within an organization, competitive pay within the relevant industry, how and when to grant raises and different ways payment can be structured.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3.5 HRCIs | 3.5 SHRMs HRCI Credits: 3.5 Type: General IACET CEUs: .3 | SHRM Credits: 3.5

Data and Human Resource Management

01-PRO-HR-ON

In this course, you will explore how human resource managers use data to provide better support to the employees they manage and to contribute to the strategic practices of their organizations. You will learn about different kinds of data and analyses, and you will consider how data collection and organization may factor into problem-solving processes.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3.5 HRCIs | 3 HRCI Credits | Type: General

Employee Selection

01-PRO-HR-ON

In this introductory-level course, you will learn about the process of selecting the best candidate from a large,

diverse pool of high-quality applicants.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 5 (ISC)2 CPEs | 3 HRCIs | 3 SHRMs HRCI Credits: 3 Type: General Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 IACET CEUs: .3 | SHRM Credits: 3

Equal Employment Opportunity

01-PRO-HR-ON

In this introductory-level course, you will learn about many of the major employment laws, Equal Opportunity issues and the anti-discriminatory regulations employers must be aware of in hiring, promoting and firing employees.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

2.5 HRCIs | 2.5 SHRMs | 2.5 HRCI Credits | Type: General | .3 IACET CEUs | 2.5 SHRM Credits

Introduction to Human Resource Management

01-PRO-HR-ON

This course includes the vital tasks of recruiting, screening, interviewing, training, appraising, disciplining, rewarding and developing the employee both for business and non-profit enterprises.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours | 3 Leadership | 0.5 Strategic & Business Management | 2 Technical | 0.5 IACET CEUs

Performance Management

01-PRO-HR-ON

This introductory-level course considers varied elements of performance management.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours | 3 Leadership | 0.5 Strategic Business & Management | 2 Technical | 0.5 IACET CEUs

Talent Management and Career Development

01-PRO-HR-ON

This introductory-level course covers the challenges and issues that organizations face in developing and retaining their employees.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 2 HRCIs | 2 SHRMs | HRCI Credits | Type: General | .3 IACET CEUs | 2 SHRM Credits

HRCI ETHICS SERIES BUNDLE

01-PRO-BUCO-ON

Human resources professionals are charged with supporting the success of their organizations in ways that are ethical and socially responsible. Ethical organizations must consider questions about what is right and fair in all decision-making processes. Because HR professionals are involved in designing and enforcing policies that impact the people who work in an organization, they play an especially powerful role in shaping the ethical culture.

\$259

Open Enrollment

Estimated Length: 15 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

1.5 CEUs | 15 HRCIs | 13.5 PDUs

HRCI HR Ethics Series: Building an Ethical Organization

01-PRO-BUCO-ON

This course lays out the components of an ethical organization with special attention on how HR facilities handle the process of building and maintaining an ethical corporate culture.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

5 CEUs | .5 IACET CEUs

HRCI HR Ethics Series: Capitalism, Inequality, and Justice

01-PRO-BUCO-ON

This course will explore the topic of capitalism and its relationship to ethics, justice, and inequality.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

5 CEUs | .5 IACET CEUs

HRCI HR Ethics Series: Common Ethical Challenges

01-PRO-BUCO-ON

This course examines ethical challenges that companies and organizations may encounter and steps for how to address them. This course pays special attention to the role that human resources professionals play in mitigating ethical challenges.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

1.5 CEUs

HRCI HR Ethics Series: Corporations and Corporate Social Responsibility

01-PRO-BUCO-ON

This course defines corporations and discusses CSR best practices and important laws, such as the Sarbanes-Oxley Act and the U.S. Foreign Corrupt Practices Act, that constrain some unethical business practices. This course focuses on how the HR department can best support CSR and sustainability.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

1.5 CEUs

HRCI HR Ethics Series: Globalization and Ethics

01-PRO-BUCO-ON

This course examines the qualities of globalization and the issues and ethical challenges that can arise when businesses and organizations participate in the global economy.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

1.5 CEUs

HRCI HR Ethics Series: Defining Business Ethics

01-PRO-BUCO-ON

This course provides an introduction to business ethics, laying a foundation for how the study of right and wrong can (and should) shape the way organizations conduct business.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

1.5 CEUs

HRCI HR Ethics Series: Ethical Decision Making

01-PRO-BUCO-ON

This course introduces learners to the principles and processes involved in making ethical decisions that is, making decisions that are based on close examination of different ethical frameworks, the notion of right and wrong, and moral standards. This course pays special attention to situations within the realm of human resources, where upholding an ethical approach to decision making is crucial.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

1.5 CEUs

HRCI HR Ethics Series: Issues in the Workplace

01-PRO-BUCO-ON

This course reviews common workplace issues and strategies for how to address them. Because human resources professionals play a crucial role in supporting employee well-being, this course pays special attention to the role of HR in preventing and resolving issues in the workplace.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

1.5 CEUs

HRCI HR Ethics Series: Leadership and Organizational Ethics

01-PRO-BUCO-ON

This course introduces some foundational ethical systems and explores their implications for business decisions, with a particular focus on the role of human resource professionals have in safeguarding ethics in a business environment.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

1.5 CEUs

HRCI HR Ethics Series: Theories of Ethics

01-PRO-BUCO-ON

This course presents the ethical theories of utilitarianism, ethical relativism, egoism and Kantian ethics. This course also explores the role that religion plays in the development of ethical systems.

\$39

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 90 Days

1.5 CEUs

HR MANAGEMENT (ACE® CREDIT)

This online course introduces learners to the basics of human resources management. Throughout seven segments, learners will explore the core goals and strategies of the HR function, examine best practices for employee selection and development, develop an understanding of compensation structures, and consider both the value of workforce diversity and laws relevant to its pursuit.

\$498

Open Enrollment

Access Time: 365 Days

6 Total PDUs/Contact Hours | 1.75 Leadership PDUs | 3 Strategic & Business Management PDUs | 1.25 Technical PM PDUs | 2 ACE Credits | 2.1 CEUs | 24 Contact Hours | 21 HRCI Credits | General | 19.5 SHRM Credits

HR Management Introduction Course (ACE Credit)

This course introduces the learner to the topics covered in this course bundle, as well as the process for earning ACE CREDIT®.

HR Management Final Exam (ACE Credit)

This is the final exam course for this ACE CREDIT®-bearing bundle. This course is not available for individual sale.

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Employees Rights

01-PRO-BUS-ON

In this course, you will learn about issues relating to employee rights in the workplace. We'll consider the relationship between HR and ethics, employment laws that protect the rights of workers and appropriate procedures for disciplining and terminating employees.

\$79

Open Enrollment

Access Time: 365 Days

.3 (Contact Hours: 3) | HRCI credits: 3 | (General) | SHRM credits: 3.

Building and Supporting a Remote Workforce

01-PRO-BUS-ON

This course examines how organizations can leverage the benefits of remote work while mitigating the challenges. Topics covered include talent planning, performance management, organizational development and employee engagement—examined in the context of a remote work setting.

\$79

Open Enrollment

Employees Safety

01-PRO-HR-ON

The safety of employees should be a primary concern for employers. Human resource managers play a crucial role in ensuring workplaces are not only as safe as possible, but also in compliance with safety-related rules and guidelines. This course introduces various workplace hazards and health issues. It explores the relationship between employers and the Occupational Safety and Health Administration (OSHA).

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 365 Days

3 CEUs | 3 HRCIs HRCI | Credits: 3 Type: General IACET CEUs: .3

Preventing Sexual Harassment

01-PRO-HR-ON

This course provides a guide for managers for recognizing sexual harassment and unlawful discrimination in the workplace and for responding to and resolving complaints.

\$49

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

CEUs: 0.5 | HRCI credits: 1 (General)

The Hybrid Workplace

01-PRO-BUCO-ON

Through this course, HR professionals will learn how to support employees and organizations shifting to hybrid work arrangements. Through this course, HR professionals will learn how to recruit, train and support employees working in hybrid settings.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

The Modern Office

01-PRO-BUS-ON

This course examines how the modern office has been reshaped and explores the activities best suited for in-person settings and addresses topics such as employee health and safety and workspace design.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs



Leisure and Safety

Pistol I (Oklahoma Handgun License)

00-LEI

An 8-hour/2-day introductory pistol shooting course. Fulfills educational requirements for an Oklahoma handgun license. Classes limited to 4 students to optimize learning and safety. No experience necessary, free loaner pistols available, ammo provided at cost. Must be 21. Follow-on course: Pistol II (NRA basic pistol).

\$100

Dates: Jan 14-15, 2023 | Feb 11-12, 2023 | Mar 11-12, 2023 | April 8-9, 2023 | May 13-14, 2023 | June 10-11, 2023

Estimated Length: Saturday 8:30 a.m. to 5:30 p.m. | Six classroom hours covering safety, shooting fundamental and the Oklahoma law. | Sunday 2:00 to 5:30 p.m. | 2-3 hour outdoor practice session.

Location: Saturday | Hillside Church, 900 S Campbell Rd., Tahlequah. Sunday

PM: Private outdoor range, 15098 OK-51, two miles west of Tahlequah airport.

Pistol II

00-LEI

This 8-hour course, written by the National Rifle Association (NRA), provides a comprehensive basic education on pistol shooting, including: safety, introduction to handguns, fundamentals of shooting, ammunition and pistol maintenance and live-fire range exercises.

\$25

Contact to schedule sessions.

Call: (918) 444-4610 or Email: ce@nsuok.edu.

Estimated Length: On webpage - Contact for arrangements

Location: Sat: Hillside Church, 900 S Campbell Rd., Tahlequah. | Sunday

PM: Private outdoor range, 15098, OK-51, two miles West of Tahlequah airport.

Basic Reloading for Pistol & Rifle

00-LEI

A 10-hour/2-day course that teaches how to make your own rifle and pistol ammunition, based on the NRA Basic Metallic Cartridge Reloading course. Classroom instruction and a practical exercise in which you make your own 9mm pistol and 223Rem rifle cartridge. Classes limited to 3 students to optimize learning and safety. No experience necessary. NRA textbook included. All equipment and supplies provided. Must be 21, and legally allowed to buy ammunition.

\$150

Dates: Jan 21-22, 2023 | Feb 18-19, 2023 | Mar 18-19, 2023 | April 15-16, 2023 | May 20-21, 2023 | June 17-18, 2023

Estimated Length: Saturday 8:30 a.m. to 5:30 p.m. | Six classroom hours covering safety, shooting fundamental and the Oklahoma law. | Sunday 2 to 5:30 p.m. | 2-3 hour outdoor practice session.

Location: Sat: Hillside Church, 900 S Campbell Rd., Tahlequah. | Sunday

PM: Private outdoor range, 15098, OK-51, two miles West of Tahlequah airport.

Basic Rifle

00-LEI

An 8-hour/2-day introductory rifle shooting course based on the NRA Basic Rifle Shooting curriculum. Classes limited to 4 students to optimize learning and safety. No experience necessary. NRA textbook included; free loaner rifle available, ammo provided at cost. Must be legally allowed to possess a rifle.

\$100

Contact to schedule sessions.

Call: (918) 444-4610 or **Email:** ce@nsuok.edu.

Estimated Length: On webpage - **Contact for arrangements**

Location: Sat: Hillside Church, 900 S Campbell Rd, Tahlequah. | Sunday

PM: Private outdoor range, 15098, OK-51, two miles West of Tahlequah airport.



Management and Leadership

60 PDU PROJECT MANAGEMENT COURSE BUNDLE CERTIFICATE

01-PRO-MALA-ON

Course topics are interesting and relevant to today's workplace. Project Management Professionals will learn to improve their leadership skills, gain a better understanding of the ethical issues surrounding Project Management, learn the basics of Agile Project Management and Quality Management and much more!

\$999

Open Enrollment

Estimated Length: 60 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

6 CEUs | 10 (ISC)2 CPEs | 60 PDUs Total (ISC)2 CPEs 10 | Group A: 0 | Group B: 10 | 60 Total PMI PDUs/Contact Hours | 25.25 Leadership | 11.75 Strategic Business & Management | 23 Technical | 6 IACET CEUs

Agile Team Challenges

01-PRO-MALA-ON

This intermediate-level course is designed to help Agile practitioners decipher and solve the problems that arise regularly in their work. The course consists of 20 short case studies pulled from real-world experiences that test the learner's understanding of Agile practices.

\$125

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

4 CEUs | 4 PDUs Total PMI PDUs/Contact Hours | 4 Leadership | 2 Technical | 2 IACET CEUs

Allerton Connector Highway Project Management Simulation

01-PRO-MALA-ON

In this simulation, you've been named the project manager on a highway construction project in the small city of Allerton. This project is considered to be a "major

project" by the Federal Highway Administration (FHWA), which means it has a budget of \$500 million or more. This simulation is designed for adult learners with some project management experience.

\$359

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 Days

1 CEUs | 10 PDUs | 10 Total PMI PDUs/Contact Hours | 6 Leadership | 2 Strategic & Business Management | 2 Technical | 1 IACET CEUs

Emotional Intelligence for Project Managers

01-PRO-MALA-ON

This course reviews the underlying concepts of emotional intelligence and explores how project managers can improve and make use, of their emotional intelligence.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 5 (ISC)2 CPEs | 3 PDUs | Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 3 | Leadership: 0.5 | Strategic & Business Management: 1 | Technical: 1.5 | IACET CEUs: .3

Ethics for Project Managers

01-PRO-MALA-ON

This course reviews the major ethical issues facing project managers. It looks at the specific challenges project leaders may confront as they deal with team members, vendors, stakeholders and sponsors.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 5 (ISC)2 CPEs | 3 PDUs | Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 3 | Leadership: 0.75 | Strategic & Business Management: 0.75 | Technical: 1.5 | IACET CEUs: .3

Introduction to Agile

01-PRO-MALA-ON

This introductory-level course explores the methodologies

and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management.

\$249

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 Days

1 CEUs | 10 PDUs | Total PMI PDUs/Contact Hours: 10 | Leadership: 4 | Strategic & Business Management: 3 | Technical: 3 | IACET CEUs: 1

Project Management Team Leadership

01-PRO-MALA-ON

This course first discusses the roles and responsibilities of the project management team leader, in particular, their responsibility with regard to project stakeholders. Next, the course discusses how project management team leaders can build a positive team environment through effective communication, team building activities and reflective listening. Lastly, the course covers problem-solving within the team.

\$359

Open Enrollment

Estimated Length: 18 hours | Access Time: 180 Days

1.8 CEUs | 18 PDUs | Total PMI PDUs/Contact Hours: 18 | Leadership: 10 | Strategic & Business Management: 1 | Technical: 7 | IACET CEUs: 1.8

Quality Management Basics

01-PRO-MALA-ON

This course provides a firm foundation for anyone looking to understand quality management practices and techniques. The course combines instructional material with interactive exercises, vocabulary games and flashcards to explain the core concepts and strategies of effective quality management.

\$299

Open Enrollment

Estimated Length: 12 hours | Access Time: 180 Days

1.2 CEUs | 12 PDUs | Total PMI PDUs/Contact Hours: 12 | Leadership: 2 | Strategic & Business Management: 4 | Technical: 6 | IACET CEUs: 1.2

AGILE PROJECT MANAGEMENT (ACE CREDIT®)

This online course introduces learners to Agile methods of project management. Beginning with an introduction to the core philosophy of Agile and the basic structure of an Agile project, the following modules address specific challenges that may be encountered by teams using Agile, best practices for integrating Agile methods into Waterfall environments and the principles of Scrum, one of several specialized Agile methods.

\$695

Open Enrollment

Estimated Length: 32 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

2.9 CEUs | Contact Hours: 32 | Auditor CPE Credits: 20 | Total PDUs/Contact Hours: 29 | Leadership PDUs: 11.5 | Strategic Business Management PDUs: 7 | Technical PM PDUs: 10.5

Agile Project Management Final Exam (ACE CREDIT®)

01-PRO-MALA-ON

This course introduces the learner to the topics covered in this course bundle, as well as the process for earning ACE CREDIT®.

Open Enrollment

Agile Project Management Introduction Course (ACE CREDIT®)

01-PRO-MALA-ON

This course introduces the learner to the topics covered in this course bundle, as well as the process for earning ACE CREDIT®.

Open Enrollment

Challenges for Agile Teams

01-PRO-MALA-ON

This intermediate-level course is designed to help Agile practitioners decipher and solve the problems that arise regularly in their work. The course begins with 16 video segments from seasoned Agile trainers and practitioners who provide tips and best practices for addressing Agile team challenges.

\$149

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 days

.5 CEUs

Integrating Agile Into a Waterfall Environment

01-PRO-MALA-ON

This intermediate-level course is designed to help Agile practitioners recognize and resolve many of the common issues that emerge when Agile concepts are introduced into Waterfall organizations.

\$89

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 days

.4 CEUs

Introduction to Agile

01-PRO-MALA-ON

This introductory-level course explores the methodologies and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management.

\$249

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 days

1 CEUs | 10 PDUs | Total PMI PDUs/Contact Hours: 10 | Leadership: 4 | Strategic & Business Management: 3 | Technical: 3 | IACET CEUs: 1

Principles of SCRUM

01-PRO-MALA-ON

This course outlines the fundamental theories and principles of Scrum frameworks, including the underlying philosophy and essential tools practitioners need to adapt to an Agile way of working.

\$299

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 days

1.0 CEUs | 10 PDUs Total PMI PDUs/Contact Hours: 10 Leadership: 4 Strategic & Business Management: 2 Technical: 4 IACET CEUs: 1.0

CERTIFICATE IN AGILE PROJECT MANAGEMENT

01-PRO-MALA-ON

The courses included in this certificate program will provide managers the basic foundation they need to become competent Agile practitioners.

\$299

Open Enrollment

Estimated Length: 17 hours | Access Time: 360 Days

Courses may be taken separately, or as a certificate.

1.9 CEUs | 17 PDUs Total PMI PDUs/Contact Hours: 17 Leadership: 7 Strategic & Business Management: 4 Technical: 6 IACET CEUs: 1.9

Agile Team Challenges

01-PRO-MALA-ON

This intermediate-level course is designed to help Agile practitioners decipher and solve the problems that arise regularly in their work. The course consists of 20 short case studies pulled from real-world experiences that test the learner's understanding of Agile practices.

\$125

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

4 CEUs | 4 PDUs Total PMI PDUs/Contact Hours: 4 Leadership: 2 Technical: 2 IACET CEUs: .4

Integrating Agile and Waterfall Practices

01-PRO-MALA-ON

This intermediate-level course is designed to help Agile practitioners recognize and resolve many of the common integration issues that emerge when these two methodologies are combined. The course consists of 20 short case studies that simulate the communication and interchanges that can occur as Agile and Waterfall practitioners work together.

\$89

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.5 CEUs | 3 PDUs | Total PMI PDUs/Contact Hours: 3 | Leadership: 1 | Strategic & Business Management: 1 | Technical: 1 | IACET CEUs: .5

Introduction to Agile

01-PRO-MALA-ON

This introductory-level course explores the methodologies and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management. This self-paced course contains vocabulary games, flashcards and interactive exercises to supplement and enhance your understanding of Agile concepts, as well as video segments from Agile experts to help you become a more proficient Agile practitioner.

\$249

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 Days

1 CEUs | 10 PDUs | Total PMI PDUs/Contact Hours: 10 | Leadership: 4 | Strategic & Business Management: 3 | Technical: 3 | IACET CEUs: 1

CERTIFICATE IN EMERGING TECHNOLOGY FOR MANAGERS

01-PRO-TEC-ON

During this certificate, learners will have completed this suite of courses who are knowledgeable in how each technology affects business processes and how each contributes to a discussion about the future of labor.

\$199

Open Enrollment

Estimated Length: 3 hours | Access Time: 270 Days

Courses may be taken separately, or as a certificate.

Total PDUs/Contact Hours: 3; Leadership PDUs: 0.5; Strategic & Business Management PDUs: 2; Technical PM PDUs: 0.5 CEUs: 0.9 (Contact Hours: 9) HRCI Credits: 6 (Specified - Strategic Business)

A Manager's Guide to Artificial Intelligence

01-PRO-MALA-ON

This course introduces learners to basic artificial intelligence concepts and trends. Artificial Intelligence plays an increasingly important role in many industries. The emergence of this new technology promises to bring unprecedented efficiencies for organizations and enhance business performance.

\$99

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

A Manager's Guide to Blockchain

01-PRO-MALA-ON

This course is an introduction to blockchain as an underlying technology for crypto-currencies and other applications. The assignments from this course delve into critical parts of blockchain, such as consensus

mechanisms and cryptography.

\$99

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

A Manager's Guide to Robotics

01-PRO-MALA-ON

This course will introduce many of the concepts and metrics for management to consider when evaluating whether an investment in robotics is the right decision for the operation. The course begins by defining automation types and processes before exploring the business functions involved in making the decision to execute an automation enhancement.

\$99

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 PDUs

CERTIFICATE IN LEADERSHIP

01-PRO-MALA-ON

What is leadership and why is it important? How does a leader encourage change without triggering fearful resistance? What are the key elements to leading an effective team? What is the role of charisma in leadership? How can a leader achieve work-life balance? This suite of courses addresses all of these questions and many more.

\$199

Open Enrollment

Estimated Length: 20 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

2 CEUs | 10 (ISC)2 CPEs | 4 HRCIs | 20 PDUs HRCI Credits: 4 Type: Total (ISC)2 CPEs: 10 Group A: 0 Group B: 10 Total PMI PDUs/Contact Hours: 20 Leadership: 13.75 Strategic & Business Management: 0.5 Technical: 5.75 IACET CEUs: 2

Body Language for Leaders

01-PRO-MALA-ON

This course will provide leaders with tips for reading body language and using it to exude both strength and warmth. The course also addresses gender stereotypes and cross-cultural body language and explores the role of body language in virtual communication.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Leadership: 2 Technical: 1 IACET CEUs: .3

Introduction to Leadership

01-PRO-MALA-ON

This course examines how to be a successful (that is, effective) leader. This course asks the crucial questions about leadership in today's organizations: What is leadership and why is it important? What does effective leadership require? What is visionary leadership? What is the role of charisma? What is the difference between managing, administering, and leading? This course offers a balance of the theory of leadership with some real-world application to help you develop this critical skill for personal growth and success.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | 5 PDUs Total PMI PDUs/Contact Hours: 5 Leadership: 5 IACET CEUs: .5

Leaders and Work-Life Balance

01-PRO-MALA-ON

This introductory course is meant for anyone who recognizes work-life balance as a skill and wants to improve their ability to create this balance. This course looks at methods and techniques to reconcile work and family.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Leadership: 1 Technical: 2 IACET CEUs: .3

Leading and Managing Change

01-PRO-MALA-ON

This introductory course addresses the key issues managers face in a dynamic environment. By

understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization.

\$79

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

.4 CEUs | 5 (ISC)2 CPEs | 4 HRCIs | 4 PDUs HRCI Credits: 4 Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 4 Leadership: 1.75 Strategic & Business Management: 0.5 Technical: 1.75 IACET CEUs: .4

Leading Teams

01-PRO-MALA-ON

This introductory-level course for managers or anyone interested in leading teams, addresses the key issues surrounding leadership in a team environment.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | 5 (ISC)2 CPEs | 5 PDUs Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 5 Leadership: 4 Technical: 1 IACET CEUs: .5

CERTIFICATE IN MANAGING CHANGE AND RESOLVING CONFLICT

01-PRO-MALA-ON

This certificate in managing change and resolving conflict covers the key issues and best practices for managers dealing with contentious situations in the workplace.

\$630

Open Enrollment

Estimated Length: 31.5 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

3.1 CEUs | 15 (ISC)2 CPEs | 32 HRCIs | 25 PDUs | HRCI Credits: 32 | Type: Total (ISC)2 CPEs: 15 | Group A: 0 | Group B: 15 | Total PMI PDUs/Contact Hours: 25 | Leadership: 16.75 | Strategic & Business Management: 2 | Technical: 6.25 | IACET CEUs: 3.1

Communicating Collaboratively

01-PRO-MALA-ON

In most organizational settings, you'll be expected to work in teams. And yet, communicating effectively within these teams is critical to the success of the team, and critical to your personal success on any given project or task. This introductory-level course will help you improve your collaborative communication by providing best practices and effective tips and techniques.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 (ISC)2 CPEs | 5 HRCIs | 5 PDUs HRCI Credits: 5 Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 5 Leadership: 3.5 Strategic & Business Management: 1.5 IACET CEUs: .5

Emotional Intelligence for Managers

01-PRO-MALA-ON

This one-module course reviews the underlying concepts of emotional intelligence and explores how managers can improve and make use of their emotional intelligence.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

0.3 CEUs | 3 HRCIs HRCI Credits: 3 Type: General IACET CEUs: 0.3

Handling Difficult Employee Behavior

01-PRO-MALA-ON

This course uses videos to illustrate each behavior type so that you can environment. Focusing on dealing with the behavior (not the person), tools and techniques for positive change are clear and well-defined.

\$199

Open Enrollment

Estimated Length: 10 hours | Access Time: 90 Days

1 CEUs | 10 HRCIs | 10 PDUs HRCI Credits: 10 Type: General Total PMI PDUs/Contact Hours: 10 Leadership: 10 IACET CEUs: 1

Handling Workplace Conflict

01-PRO-MALA-ON

This course introduces the various forms of conflict that can arise in the workplace and presents strategies that managers can use to help deal with conflict situations. The course includes video commentary from an expert in the field and presents some fictitious real-world scenarios that allow learners to practice applying the skills and strategies discussed throughout the course.

\$99

Open Enrollment

Estimated Length: 6 hours | Access Time: 90 Days

.6 CEUs | 5 (ISC)2 CPEs | 6 HRCIs | 6 PDUs HRCI Credits: 6 Type: General Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 6 Leadership: 1.5 Technical: 4.5 IACET CEUs: .6

Introduction to Managing Change and Resolving Conflict

01-PRO-MALA-ON

This brief introductory course focuses on the context of leading and managing when there is disagreement and discord, within and without the organization.

Open Enrollment

Estimated Length: 1 hour | Access Time: 90 Days

1 HRCI Credits

Leading and Managing Change

01-PRO-MALA-ON

This introductory course addresses the key issues managers face in a dynamic environment. By understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization.

\$79

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

.4 CEUs | 5 (ISC)2 CPEs | 4 HRCIs | 4 PDUs HRCI Credits: 4 Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 4 Leadership: 1.75 Strategic & Business Management: 0.5 Technical: 1.75 IACET CEUs: .4

Negotiations: Resolving Disputes

01-PRO-MALA-ON

Learners in this course will explore the fundamentals of Dispute Settlement Negotiation with the help of games, videos, interactive exercises, case studies and other engaging content. The course begins by comparing and contrasting the two major types of negotiation: Dispute Settlement Negotiation (DSN) and Deal Making Negotiation (DMN).

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 HRCIs HRCI Credits: 3 Type: General IACET CEUs: .3

CERTIFICATE IN NEGOTIATION

01-PRO-MALA-ON

This online certificate program helps learners develop the skills and strategies needed to become a successful negotiator. The fundamental concepts of negotiation are addressed, as well as the application of these concepts to the specific areas of Deal Making Negotiation and Dispute Settlement Negotiation.

\$199

Open Enrollment

Estimated Length: 10 hours | Access Time: 270 Days

Courses may be taken separately, or as a certificate.

1 CEUs | 6 HRCIs | 7 PDUs HRCI Credits: 6 Type: Total PMI PDUs/Contact Hours: 7 Leadership: 3 Strategic & Business Management: 2.25 Technical: 1.75 IACET CEUs: 1

Introduction to Negotiations

01-PRO-MALA-ON

This course should be an essential part of any basic business and management training. This course will provide negotiators to have a basic understanding of ways they can exert and also gain power in a discussion.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 HRCIs | 3 PDUs HRCI Credits: 3 Type: Specified - Strategic Business Total PMI PDUs/Contact Hours: 3 Leadership: 2.5 Technical: 0.5 IACET CEUs: .3

Negotiations: Making Business Deals

01-PRO-MALA-ON

This course is designed to help executives and other potential deal-makers learn the essential strategies and skills to conducting successful business negotiations. Learners in this course will explore the fundamentals of

deal making with the help of games, videos, interactive exercises, case studies and other engaging content.

\$89

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

.4 CEUs | 4 PDUs Total PMI PDUs/Contact Hours: 4 Leadership: 0.5 Strategic & Business Management: 2.25 Technical: 1.25 IACET CEUs: .4

Negotiations: Resolving Disputes

01-PRO-MALA-ON

This course is designed to help managers and other decision-makers learn to settle workplace and interpersonal disputes by the application of proven negotiating principles and strategies.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 HRCIs HRCI Credits: 3 Type: General IACET CEUs: .3

CERTIFICATE IN NONPROFIT MANAGEMENT

01-PRO-MALA-ON

This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing and setting strategic direction are all addressed, and video commentary on these crucial topics will give you insight into how nonprofit professionals apply key concepts in their own organizations.

\$699

Open Enrollment

Estimated Length: 44 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

4.4 CEUs | 23 CFREs CFRE Credits: 23 | IACET CEUs: 4.4

Budgeting in a Nonprofit Organization

01-PRO-BUS-ON

In this course, you will gain an understanding of the uses and functions of budgets and the relationship between strategic budgeting and tactical budgeting.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 CFREs CFRE Credits: 3 | IACET CEUs: .3

Capital Campaigns

01-PRO-BUS-ON

This introductory-level course covers the key terminology and practices surrounding running a successful capital campaign within a nonprofit organization.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 (Contact Hours: 3) | CFRE Credits: 3 | HRCI Credits: 3 (Specified - Strategic Business)

Fundraising for Nonprofit Organizations

01-PRO-BUS-ON

This course offers an introduction to fundraising for nonprofit organizations, with an emphasis on the fundamental issues.

\$150

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

4 CEUs | 4 CFREs CFRE Credits: 4 | IACET CEUs: .4

How to Read a Nonprofit Financial Statement

01-PRO-BUS-ON

This course will develop your ability to appropriately interpret the major financial accounting statements that are used by nonprofit organizations.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | IACET CEUs: .3

Introduction to Grant Writing

01-PRO-BUS-ON

This introductory-level course offers a guide to the basics of grant writing. The course explores the relationship between grant writing and an organization's strategy for fundraising.

\$150

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | 5 CFREs CFRE Credits: 5 | IACET CEUs: .5

Introduction to Nonprofit Management

01-PRO-MALA-ON

Through this course, you will gain an understanding of the nonprofit sector and the issues that leaders face in this exciting and growing field.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | IACET CEUs: .5

Leadership in a Nonprofit Organization

01-PRO-MALA-ON

This course begins by examining leadership theories as well as key qualities and ethics within leadership. After establishing this foundation, the course focuses on leadership in the nonprofit sector, including the leadership shortage and possible solutions.

\$99

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 3 CFREs CFRE Credits: 3 | IACET CEUs: .3

Nonprofit Board and Volunteer Development

01-PRO-MALA-ON

This course covers the fundamentals of board and volunteer development as well as recruiting, effective communication and retention.

\$150

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | 5 CFREs CFRE Credits: 5 | IACET CEUs: .5

Principles of Marketing for Nonprofit Organizations

01-PRO-MARK-ON

This course examines how nonprofits use marketing to publicize their mission and to gather contributions of time and money. The course also discusses marketing planning in the nonprofit organization.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | IACET CEUs: .3

Social Media for Nonprofits

01-PRO-MARK-ON

This course introduces learners to the use of social media in communicating, marketing, public relations and fundraising for nonprofits.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | IACET CEUs: .5

Strategy for Nonprofit Organizations

01-PRO-BUS-ON

This course provides learners with strategies that help nonprofit organizations and how they help those organizations. By understanding a nonprofit's strategy and how it helps the organization fulfill its mission, a

manager can do a better job implementing the strategy.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | IACET CEUs: .5

CERTIFICATE IN SUSTAINABLE MANAGEMENT

01-PRO-BUS-ON

This program covers several key topics, including: the connection between the environment and sustainability, applying sustainable management principles in the workplace, the business case for embracing sustainable management within an organization and so much more!

\$459

Open Enrollment

Estimated Length: 25 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

2.5 CEUs | IACET CEUs: 2.5

An Overview of Sustainable Management

01-PRO-BUS-ON

This course provides an overview of sustainable management, and discusses the role of government and regulation in sustainable management practices.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | IACET CEUs: .5

Corporate Social Responsibility

01-PRO-BUS-ON

This course provides learners with the concept of what Corporate Social Responsibility is and how it impacts society and the environment. This course promotes public interest through encouraging community growth and development.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | IACET CEUs: .5

Measuring Sustainable Management Performance

01-PRO-MALA-ON

This course reviews the measurement of sustainable management practices and performance.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | IACET CEUs: .5

Sustainable Management: Leadership Ethics

01-PRO-MALA-ON

This course provides learners with an understanding that leaders are increasingly being held responsible and accountable for the manner in which they lead and if they are adhering to ethical behavior when they make decisions.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | IACET CEUs: .5

Triple Bottom Line Accounting

01-PRO-BUS-ON

This course provides learners with an understanding that in order to pursue the goal of sustainability, corporate and government leaders must manage companies and economies in terms of balancing and optimizing the triple bottom line of social, environmental and economic impacts.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | IACET CEUs: .5

LEADERSHIP PDU BUNDLE

01-PRO-MALA-ON

This course provides learners with three self-paced courses that include Leading Teams, Leading and Managing Change, and The Manager's Toolbox. Each of these courses in the bundle contains real-world examples, videos, interactive games, assessments and focused interaction.

\$200

Open Enrollment

Estimated Length: 14 hours | Access Time: 270 Days

Courses may be taken separately, or as a certificate.

Total PDUs/Contact Hours: 14 | Leadership PDUs: 8 | Strategic & Business Management PDUs: 0.5 | Technical PM PDUs: 5.5 CEUs: 0.9 (Contact Hours: 14) | HRCI credits: 4 (Specified - Strategic Business)

Course fees do not include textbook costs (if any) | All classes are online unless stated differently

Leading and Managing Change

01-PRO-MALA-ON

This introductory course addresses the key issues managers face in a dynamic environment. By understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization.

\$79

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

.4 CEUs | 5 (ISC)2 CPEs | 4 HRCIs | 4 PDUs HRCI Credits: 4 Type: Specified - Strategic Business Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 4 Leadership: 1.75 Strategic & Business Management: 0.5 Technical: 1.75 IACET CEUs: .4

Leading Teams

01-PRO-MALA-ON

This course considers how team leaders must account

for the special and unique circumstances of working in a team, where responsibility, accountability, communication and leadership are shared.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 (ISC)2 CPEs | 5 PDUs Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 5 Leadership: 4 Technical: 1 IACET CEUs: .5

The Manager's Toolbox: Business Nuts and Bolts

01-PRO-MALA-ON

This courses offer learners an explanation of the managerial mindset that all managers and leaders must adopt to succeed.

\$89

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 PDUs Total PMI PDUs/Contact Hours: 5 Leadership: 2.25 Technical: 2.75

NONPROFIT MANAGEMENT (ACE CREDIT®)

01-PRO-MALA-ON

This online course introduces learners to current management issues for nonprofit organizations. Video commentary on these crucial topics provides insight into how nonprofit professionals apply key concepts in their own organizations.

\$798

Open Enrollment

Estimated Length: 44 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

4.1 CEUs

Nonprofit Management Introduction Course (ACE CREDIT®)

01-PRO-MALA-ON

This course introduces the learner to the topics covered in this course bundle, as well as the process for earning ACE CREDIT®.

Open Enrollment

Budgeting in a Nonprofit Organization

01-PRO-MALA-ON

In this course, you will gain an understanding of the uses and functions of budgets and the relationship between strategic budgeting and tactical budgeting. You will also learn about the organization-wide budget and different budget systems. After introducing the basics of budgeting in a nonprofit, the course continues on to slightly more advanced budgeting topics such as capital budgets, cash flow budgets, and opportunity budgets. You will also learn how nonprofit organizations are using different budgeting techniques to handle operating challenges.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Fundraising in Nonprofit Organizations

01-PRO-MALA-ON

This course offers an introduction to fundraising for nonprofit organizations, with an emphasis on the

fundamental issues.

\$150

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

.4 CEUs

How to Read a Nonprofit Financial Statement

01-PRO-MALA-ON

This course will develop your ability to appropriately interpret the major financial accounting statements that are used by nonprofit organizations.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Introduction to Grant Writing

01-PRO-MALA-ON

This introductory-level course offers a guide to the basics of grant writing. The course explores the relationship between grant writing and an organization's strategy for fundraising. It also outlines the six stages of grant writing and highlights grant writing best practices.

\$150

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs

Introduction to Nonprofit Management

01-PRO-MALA-ON

This course serves as a critical introduction to the fundamentals of nonprofit organizations. You will gain an understanding of the nonprofit sector and the issues that leaders face in this exciting and growing field.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs

Leadership in a Nonprofit Organization

01-PRO-MALA-ON

This course begins by examining leadership theories as well as key qualities and ethics within leadership. After establishing this foundation, the course focuses on leadership in the nonprofit sector, including the leadership shortage and possible solutions.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Nonprofit Board and Volunteer Development

01-PRO-MALA-ON

This course covers the fundamentals of board and volunteer development as well as recruiting, effective communication and retention.

\$150

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs

Principles of Marketing for Nonprofit Organizations

01-PRO-MALA-ON

This course examines how nonprofits use marketing to publicize their mission and to gather contributions of time

and money. The course also discusses marketing planning in the nonprofit organization.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Social Media for Nonprofits

01-PRO-MALA-ON

This course introduces learners to the use of social media in communicating, marketing, public relations and fundraising for nonprofits.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs

Strategy for Nonprofit Organizations

01-PRO-MALA-ON

This course provides learners with an understanding how a nonprofit's strategy constitutes its decisions about what it will do and how it will do it. Nonprofit managers are critical to successfully implementing strategy since they are responsible for carrying out the actions that will support it.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs

Nonprofit Management Final Exam (ACE CREDIT®)

01-PRO-MALA-ON

This is the final exam course for this ACE CREDIT®-bearing bundle. This course is not available for individual sale.

Open Enrollment

PROJECT MANAGEMENT (ACE CREDIT®)

01-PRO-MALA-ON

This online course introduces learners to the basics of project management. Throughout six segments, learners will practice the foundational skills of project management, consider the ethics involved in leading a team, and explore similarities and contrasts between Agile and Waterfall project management methodologies.

\$659

Open Enrollment

Access Time: 365 Days

Courses may be taken separately, or as a certificate.

Total PDUs/Contact Hours: 34 | Leadership PDUs: 16.25 | Strategic & Business Management PDUs: 4 | Technical PM PDUs: 13.75 | ACE Credits: 3 | CEUs: 3.4 (Contact Hours: 37) | Auditor CPE credits: 21 | HRCI credits: 34 (General) | SHRM credits: 34

Project Management Introduction Course (ACE CREDIT®)

01-PRO-MALA-ON

This course introduces the learner to the topics covered in this course bundle, as well as the process for earning ACE CREDIT®.

Open Enrollment

Emotional Intelligence for Project Managers

01-PRO-MALA-ON

This course reviews the underlying concepts of emotional intelligence and explores how project managers can improve and make use, of their emotional intelligence.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Integration Agile into a Waterfall Environment

01-PRO-MALA-ON

This intermediate-level course is designed to help Agile practitioners recognize and resolve many of the common issues that emerge when Agile concepts are introduced into Waterfall organizations. The course begins with 24 video segments from seasoned Agile trainers and practitioners who provide tips and best practices for addressing integration obstacles.

\$89

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

.4 CEUs

Effectively Managing Project Stakeholders

01-PRO-MALA-ON

This online course is created to help project managers understand and resolve issues that can emerge from interactions among project stakeholders. The course contains ten concise case studies that explore common stakeholder issues.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Ethics for Project Managers

01-PRO-MALA-ON

This course reviews the major ethical issues facing project managers. It looks at the specific challenges project leaders may confront as they deal with team members, vendors, stakeholders and sponsors.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Managing Real World Projects

01-PRO-MALA-ON

This course presents a streamlined approach to project management based on the best practices of experienced, effective project managers. It cuts through the clutter and focuses on the key principles of project management in the real world, offering tools and techniques for achieving project success.

\$249

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 Days

1 CEU

Project Management Team Leadership

01-PRO-MALA-ON

This course covers the roles and responsibilities of the project management team leader, in particular, their responsibility with regard to project stakeholders. The course also discusses how project management team leaders can build a positive team environment through effective communication, team building activities, problem-solving and reflective listening.

\$359

Open Enrollment

Estimated Length: 18 hours | Access Time: 180 Days

1.8 CEUs

Project Management Final Exam (ACE CREDIT®)

01-PRO-MALA-ON

This is the final exam course for this ACE CREDIT®-bearing bundle. This course is not available for individual sale.

Open Enrollment

STRATEGIC PDU BUNDLE

01-PRO-MALA-ON

This course includes four self-paced courses - Emotional Intelligence for Project Managers; Introduction to Finance; PM Primer: conflict Resolution; Understanding and Managing Budgets. This bundle navigates through each of these courses.

\$249

Open Enrollment

Estimated Length: 11 hours | Access Time: 360 Days

Courses may be taken separately, or as a certificate.

Total PDUs/Contact Hours: 11 | Leadership PDUs: 0.75 | Strategic & Business Management PDUs: 7.25 | Technical PM PDUs: 3 CEUs: 0.9 (Contact Hours: 11)

Emotional Intelligence for Project Managers

01-PRO-MALA-ON

This course reviews the underlying concepts of emotional intelligence and explores how project managers can improve, and make use, of their emotional intelligence.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 5 (ISC)2 CPEs | 3 PDUs | Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 3 | Leadership: 0.5 | Strategic & Business Management: 1 | Technical: 1.5 | IACET CEUs: .3

Introduction to Finance

01-PRO-BUS-ON

This introductory-level course starts at the beginning, discussing finance as an organizational setting and legal forms of business. The course continues on to cover the responsibilities of financial managers, roles of finance in a typical business organization, and relevant financial markets of interest to financial managers.

\$70

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Leadership: 0.25 Strategic & Business Management: 2.75 IACET CEUs: .3

PM: Primer Conflict Resolution

01-PRO-MALA-ON

This online course focuses on how project managers can resolve conflicts in a project setting. Any time you convene a group of people to work together as closely as project teams do, conflicts are bound to happen.

\$79

Open Enrollment

Estimated Length: 2 hours | Access Time: 90 Days

Total PDUs/Contact Hours: 2 | Strategic & Business Management PDUs: 1.25 |

Technical PM PDUs: 0.75

Understanding and Managing Budgets

01-PRO-BUS-ON

This introductory-level course covers budgets and how they are used in organizational settings including the uses and functions of master budgets, operating budgets, sales, production and cost of goods sold budgets and cash budgets.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 PDUs Total PMI PDUs/Contact Hours: 3 Strategic & Business Management: 2.25 Technical: 0.75 IACET CEUs: .3

MANAGEMENT SKILLS (ACE CREDIT®)

01-PRO-MALA-ON

This online course equips both new and experienced managers with the skills and resources necessary to foster strong connections, lead change and resolve potential conflicts. The self-paced course offers an assortment of interactive exercises, videos, case studies, and self-assessments that engage learners and provide opportunities to practice and apply key management skills.

\$999

Open Enrollment

Estimated Length: 42.5 hours | Access Time: 365 Days

3.9 CEUs | 36 HRCIs

HR Fundamentals for Managers

01-PRO-MALA-ON

This course equips managers with foundational HR knowledge in areas related to employee recruitment and selection, on boarding and training, compensation and performance management.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 PDUs

Managing Remote Employees

01-PRO-MALA-ON

This course explores the benefits and drawbacks of remote work and provides managers with tips for helping their remote workers stay connected and motivated.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 PDUs

4CShare Global Project Management Simulation

01-PRO-MALA-ON

The project will involve establishing processes for storing and sharing knowledge in your multinational corporation and developing the 4CShare software itself.

\$359

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 Days

Total PDUs/Contact Hours: 10 | Leadership PDUs: 6 | Strategic & Business Management PDUs: 2 | Technical PM PDUs: 2 CEUs: 1 (Contact Hours: 10)

Advanced Grant Writing

01-PRO-MALA-ON

This course shows you how to ask iterative questions of yourself, your team, and your proposed program in order to sharpen and refine your grant proposal and push it to the top of the pack.

\$159

Open Enrollment

Access Time: 90 Days

0.6 (Contact Hours: 6) | CFRE credits: 6

A Manager's Guide to Information Technology

01-PRO-MALA-ON

This course provides learners with an understanding of major concern to managers. Topics discussed throughout this course are: big data, cloud implementations and mobile computing. Learners will combine these with business concepts in order to better inform business decisions.

\$199

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 Days

1 CEUs | IACET CEUs: 1

A Manager's Guide to Superior Customer Service

01-PRO-MALA-ON

This course provides learners with an understanding of how Superior Customer Service explores the art and science of developing a superior customer experience.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

0.3 CEUs | IACET CEUs: 0.3

Current Trends in Nonprofit Management

01-PRO-BUS-ON

This course will provide an overview of the key topics that are the focus of today's nonprofit leaders. You will learn about the ways in which the nonprofit sector is changing, as well as some new approaches to leadership, strategic planning, marketing and fundraising.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

How to Coach

01-PRO-MALA-ON

This course focuses on the skills and techniques of positive coaching in an organizational setting including listening actively, providing constructive feedback based on observation, reinforcing positive employee performance through recognition and praise and teaching new skills.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 5 (ISC)2 CPEs | 3 PDUs Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 3 Leadership: 1 Strategic & Business Management: 0.5 Technical: 1.5 IACET CEUs: .3

Introduction to Management

01-PRO-BUCO-ON

This course is designed for current and soon-to-be managers seeking to understand the foundations of effective management. Managers are employed across industries, functions, and organizational structures to oversee different-sized departments, teams and groups of workers.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Leadership and Management for Entrepreneurs

01-PRO-MALA-ON

This course explores the leadership and management issues entrepreneurs face as they create and establish successful new ventures. It reviews the key managerial roles of planning, organizing, staffing, leading and controlling and their application in entrepreneurial settings.

\$129

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | IACET CEUs: .5

Leading the Courtney Museum Simulation

01-PRO-MALA-ON

The learner assumes the role of executive director of the troubled Courtney Museum, and deals with a series of personnel, marketing, financial, and board and community relations issues.

\$399

Open Enrollment

Access Time: 365 Days

1 (Contact Hours: 10) | CFRE credits: 10 | HRCI credits: 10 (Specified - Strategic Business) | SHRM credits: 10

The Effective Manager's Toolbox

01-PRO-MALA-ON

This program is a suite of online modules designed to give managers a head start on managing issues correctly and professionally with less stress and fewer negative organizational circumstances.

\$299

Open Enrollment

Estimated Length: 15 hours | Access Time: 180 Days

Total PMI PDUs/Contact Hours: 15 Leadership: 7 Technical: 8 IACET CEUs: 1.5

Time Management

01-PRO-MALA-ON

This course covers concepts that will help create structure around your time management skills, and will help reveal any weaknesses in your time management habits.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 5 (ISC)2 CPEs | 3 PDUs Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 3 Leadership: 1.5 Technical: 1.5 IACET CEUs: .3

Managing in a Modern Organization

01-PRO-MALA-ON

This course considers the fundamentals of management and how managers can be effective in organizational settings. Starting by defining the role of a manager and how management differs from leadership and administration, the course then discusses management styles and seeks to help you identify your own management style.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 PDUs Total PMI PDUs/Contact Hours: 5 Leadership: 2.5 Strategic & Business Management: 1.5 Technical: 1 IACET CEUs: .5

Managing People

01-PRO-MALA-ON

This course will explain how the goals, empowerment, measurement system of management can be employed and how organization structures differ. The course will also cover the difficulty of discipline while trying to maintain productivity and momentum.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | 5 (ISC)2 CPEs | 5 PDUs Total (ISC)2 CPEs: 5 Group A: 0 Group B: 5 Total PMI PDUs/Contact Hours: 5 Leadership: 3.5 Strategic & Business Management: 0.5 Technical: 1 IACET CEUs: .5

Nonprofit Ethics and Compliance

01-PRO-MALA-ON

This course provides a detailed introduction to nonprofit ethics and compliance, examining a range of topics including: mission and vision statements; governance

policies; conflicts of interest; fundraising ethics; IRS compliance; state laws and regulations; and the role of the compliance officer.

\$99

Open Enrollment

Access Time: 90 Days

.5 CEUs | Contact Hours: 5

PM Primer: Cognitive Ability and Decisiveness

01-PRO-MALA-ON

This online course focuses on those critical thinking, decision-making, and cognitive skills vital to effective project management.

\$79

Open Enrollment

Estimated Length: 2 hours | Access Time: 90 Days

Total PDUs/Contact Hours: 2 | Leadership PDUs: 1 | Strategic & Business Management PDUs: 0.25 | Technical PM PDUs: 0.75

Procurement and Supply Management

01-PRO-BUS-ON

This course explains the evolution from the transactional purchasing or procurement function into the strategic process of supply management.

\$199

Open Enrollment

Estimated Length: 8 hours | Access Time: 180 Days

.8 CEUs | 8 PDUs | Total PMI PDUs/Contact Hours: 8 | Leadership: 3 | Strategic & Business Management: 3.5 | Technical: 1.5 | IACET CEUs: .8

Project Management for Information Technology

01-PRO-MALA-ON

This course contains eight comprehensive module quizzes and a 70-question final assessment spanning IT project management areas of knowledge.

\$499

Open Enrollment

Estimated Length: 25 hours | Access Time: 180 Days

Total PDUs/Contact Hours: 25 | Leadership PDUs: 14 | Strategic & Business Management PDUs: 3 | Technical PM PDUs: 8 CEUs: 2.5 (Contact Hours: 25)

Project Management for Small Businesses

01-PRO-BUS-ON

This course introduces fundamental project management concepts, reviews common project pitfalls, and explains the importance of each of the five stages of the project life cycle: initiating, planning, executing, monitoring/controlling, and closing.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs



Marketing

CERTIFICATE IN DIGITAL MARKETING

01-PRO-MARK-ON

This Certificate in Digital Marketing covers the strategic issues, marketing methods and tactics, industry terminology, and best practices. Each of the nine courses in this suite offer examples, videos from industry-leading practitioners, interactive games, and review questions to ensure mastery of the material.

\$549

Open Enrollment

Estimated Length: 30 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

3 CEUs | 16 HRCIs | 10.5 PDUs HRCI Credits: 16 Type: Total PMI PDUs/Contact Hours: 10.5 Strategic & Business Management: 4.75 Technical: 5.75 IACET CEUs: 3

Paid Search (PPC)

01-PRO-MARK-ON

This course delves into research and analysis considerations, such as report creation, improving quality score and using A/B and multivariate ad testing. The course material is presented through the use of text,

videos, games and other engaging content.

\$99

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

.4 CEUs IACET CEUs: .4

Search Engine Optimization

01-PRO-MARK-ON

This course will engage learners through a variety of assignments that span the history and technology of the World Wide Web. Learners will learn how to leverage both content and technical features in order to increase ranking while also learning about the latest tools to measure performance.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs IACET CEUs: .35

Social Media Marketing

01-PRO-MARK-ON

This course focuses on teaching the principles, best practices and strategies for incorporating social media into a marketing plan. This course explores the practical way marketers can incorporate social media activities into a focused marketing plan.

\$79

Open Enrollment

Estimated Length: 3.5 hours | Access Time: 90 Days

.35 CEUs | 3.5 PDUs Total PMI PDUs/Contact Hours: 3.5 Strategic & Business Management: 1.75 Technical: 1.75 IACET CEUs: .35

Web Analytics

01-PRO-MARK-ON

This course is designed to help learners develop a solid understanding of the basic concepts and techniques that they will encounter as practitioners in the web analytics field.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.35 CEUs | 3.5 PDUs Total PMI PDUs/Contact Hours: 3.5 Strategic & Business Management: 1.25 Technical: 2.25 IACET CEUs: .35

Content Marketing

01-PRO-MARK-ON

This course offers an introduction to content marketing, a strategic marketing approach focused on creating and distributing valuable, relevant, and consistent content to attract and retain a clearly-defined audience.

\$89

Open Enrollment

Estimated Length: 3.5 hours | Access Time: 90 Days

.35 CEUs | 3.5 HRCIs HRCI Credits: 3.5 Type: Specified - Strategic Business IACET CEUs: .35

Conversion Rate Optimization

01-PRO-MARK-ON

Through a variety of instructive techniques, including subject matter expert videos and case-study scenarios, this course provides learners with the knowledge and resources to be more effective professionals.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 3 HRCIs HRCI Credits: 3 Type: Specified - Strategic Business IACET CEUs: .3

Digital Marketing Strategy

01-PRO-MARK-ON

This course offers a step-by-step introduction to the process of creating such a strategy, with an emphasis on key concepts, definitions, and metrics.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 3 HRCIs HRCI Credits: 3 Type: Specified - Strategic Business IACET CEUs: .3

Marketing Automation

01-PRO-MARK-ON

This course is designed to help learners develop a solid understanding of the basic concepts and techniques that they will encounter as practitioners in the marketing automation field.

\$79

Open Enrollment

Estimated Length: 3.5 hours | Access Time: 90 Days

HRCI Credits: 3.5 Type: Specified - Strategic Business Total PMI PDUs/Contact Hours: 3.5 Strategic & Business Management: 1.75 Technical: 1.75 IACET CEUs: .35

Mobile Marketing

01-PRO-MARK-ON

This course offers an introduction to mobile marketing, looking at strategies for reaching target audiences through multiple channels, including websites, email, social media, and mobile apps.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 HRCIs HRCI Credits: 3 Type: Specified - Strategic Business IACET CEUs: .3

CERTIFICATE IN DIGITAL MARKETING (ACE CREDIT®)

01-PRO-MARK-ON

This online certificate introduces learners to the principles, strategies, and technology of digital marketing. Video commentary from marketing professionals provides insight into the challenges and best practices of the field. The self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage students and provide opportunities to demonstrate their knowledge of digital marketing and practice relevant skills.

\$648

Open Enrollment

Access Time: 365 Days

Courses may be taken separately, or as a certificate.

3.3 CEUs | Contact Hours: 34 | HRCI Credits: 19.5 | Specified - Strategic Business) | SHRM Credits: 33 | Total PDUs/Contact Hours: 12 | Leadership PDUs: 0.75 | Strategic Business Management PDUs: 6 | Technical PM PDUs: 6.77

Content Marketing

01-PRO-MARK-ON

This course offers an introduction to content marketing, a strategic marketing approach focused on creating and distributing valuable, relevant, and consistent content to attract and retain a clearly-defined audience.

\$89

Open Enrollment

Estimated Length: 3.5 hours | Access Time: 90 Days

.35 CEUs | 3.5 HRCIs HRCI Credits: 3.5 Type: Specified - Strategic Business IACET CEUs: .35

Conversion Rate Optimization

01-PRO-MARK-ON

Through a variety of instructive techniques, including subject matter expert videos and case-study scenarios, this course provides learners with the knowledge and resources to be more effective professionals.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 3 HRCIs HRCI Credits: 3 Type: Specified - Strategic Business IACET CEUs: .3

Digital Marketing Strategy

01-PRO-MARK-ON

This course offers a step-by-step introduction to the process of creating such a strategy, with an emphasis on key concepts, definitions, and metrics.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

3 CEUs | 3 HRCIs HRCI Credits: 3 Type: Specified - Strategic Business IACET CEUs: .3

Marketing Automation

01-PRO-MARK-ON

This course is designed to help learners develop a solid understanding of the basic concepts and techniques that they will encounter as practitioners in the marketing automation field.

\$79

Open Enrollment

Estimated Length: 3.5 hours | Access Time: 90 Days

HRCI Credits: 3.5 Type: Specified - Strategic Business Total PMI PDUs/Contact Hours: 3.5 Strategic & Business Management: 1.75 Technical: 1.75 IACET CEUs: .35

Mobile Marketing

01-PRO-MARK-ON

This course offers an introduction to mobile marketing, looking at strategies for reaching target audiences through multiple channels, including websites, email, social media, and mobile apps.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 HRCIs HRCI Credits: 3 Type: Specified - Strategic Business IACET CEUs: .3

Paid Search (PPC)

01-PRO-MARK-ON

This course delves into research and analysis considerations, such as report creation, improving quality score and using A/B and multivariate ad testing. The course material is presented through the use of text, videos, games and other engaging content.

\$99

Open Enrollment

Estimated Length: 4 hours | Access Time: 90 Days

.4 CEUs IACET CEUs: .4

Search Engine Optimization

01-PRO-MARK-ON

This course will engage learners through a variety of assignments that span the history and technology of the World Wide Web. Learners will learn how to leverage both content and technical features in order to increase ranking while also learning about the latest tools to measure performance.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs IACET CEUs: .3

Social Media Marketing

01-PRO-MARK-ON

This course focuses on teaching the principles, best practices and strategies for incorporating social media into a marketing plan. This course explores the practical way marketers can incorporate social media activities into a focused marketing plan.

\$79

Open Enrollment

Estimated Length: 3.5 hours | Access Time: 90 Days

.35 CEUs | 3.5 PDUs Total PMI PDUs/Contact Hours: 3.5 Strategic & Business Management: 1.75 Technical: 1.75 IACET CEUs: .35

Web Analytics

01-PRO-MARK-ON

This course is designed to help learners develop a solid understanding of the basic concepts and techniques that they will encounter as practitioners in the web analytics field.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.35 CEUs | 3.5 PDUs Total PMI PDUs/Contact Hours: 3.5 Strategic & Business Management: 1.25 Technical: 2.25 IACET CEUs: .35

Digital Marketing Final Exam (ACE CREDIT®)

This course introduces the learner to the topics covered in this course bundle, as well as the process for earning ACE CREDIT®.

Open Enrollment

Digital Marketing Introduction Course (ACE CREDIT®)

This course introduces the learner to the topics covered in this course bundle, as well as the process for earning ACE CREDIT®.

Open Enrollment

Google Analytics

01-PRO-MARK-ON

This course will teach learners to use the application's tools to uncover marketing and sales data, attract web traffic, increase conversions, and create targeted marketing campaigns. The material assumes no prior knowledge of web analytics.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

An Overview of Marketing

01-PRO-MARK-ON

This course provides an introduction to marketing and marketing planning, and addressing the definition of marketing, the marketing mix (the Four Ps), the strategic importance of marketing, and customer values and satisfaction. The course continues into topics of marketing planning including market research, pricing, distribution, and targeting.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | 5 PDUs Total PMI PDUs/Contact Hours: 5 Strategic & Business Management: 3.5 Technical: 1.5 IACET CEUs: .5

Strategic Marketing for Entrepreneurs

01-PRO-MARK-ON

This course reviews the strategic issues that an entrepreneur faces while starting a new venture or business, and highlights the questions about market acceptance that must be answered during every stage of the entrepreneurial process.

\$129

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | IACET CEUs: .5

Social Media for Nonprofits

01-PRO-MARK-ON

This course introduces learners to the use of social media in communicating, marketing, public relations, and fundraising for nonprofits. It explores the major social media platforms (Facebook, LinkedIn, Twitter, YouTube, Pinterest) as vehicles for nonprofits to reach their members, volunteers, and donors.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | IACET CEUs: .5

Certificate in Contact Center Associate

01-PRO-TR-ON

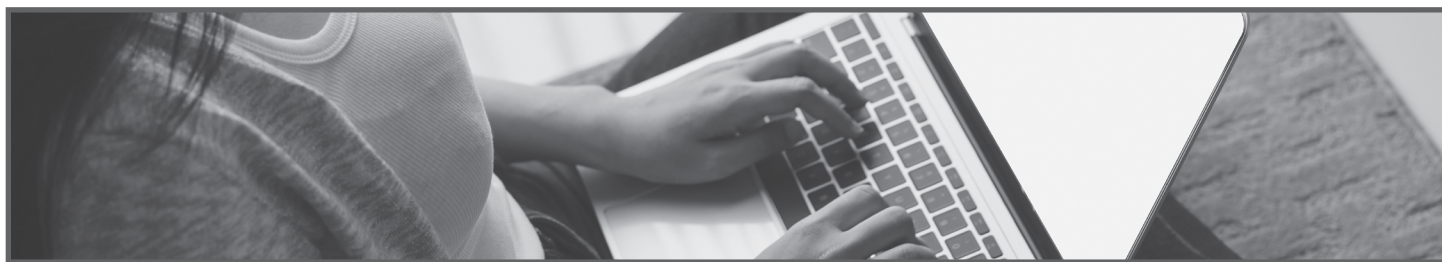
This course provides learners with foundational contact center knowledge and skills so that they can pursue their customer service career.

\$999

Open Enrollment

Estimated Length: 30 hours

.5 CEUs | IACET CEUs: .5



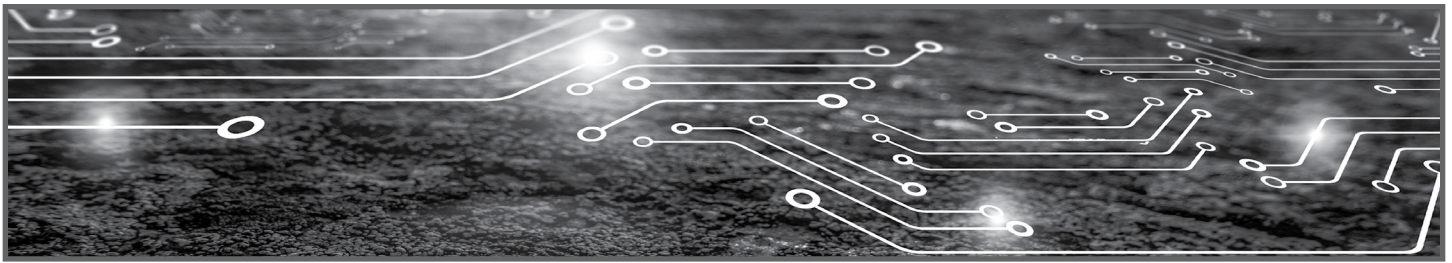
RiverHawks Scholar Program

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. See NSU Continuing Education Website for details.

\$23,500

Subject Open Enrollment to Change

Location: NSU- Tahlequah Campus



Technology Skills

CERTIFICATE IN CYBERSECURITY

01-PRO-TEC-ON

This Certificate in Cybersecurity offers lessons on the critical elements of information security, as well as foundational information about key certifications for professionals in the industry. Each of the eight courses in this suite will help learners master the vocabulary of the industry and offers examples, videos, interactive games and review questions to ensure mastery of the material. Courses can be taken in any order.

\$499

Open Enrollment

Estimated Length: 40 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

4 CEUs | 40 PDUs Total PMI PDUs/Contact Hours: 40 Leadership: 5 Strategic & Business Management: 11.5 Technical: 23.5 IACET CEUs: 4

Asset Security

01-PRO-TEC-ON

This course involves the full support of everyone in an organization, from corporate-level personnel down to front line employees. Various security controls will be described that help protect privacy, along with data leakage prevention.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

0.5 CEUs | 5 PDUs | Total PMI PDUs/Contact Hours: 5 | Leadership: 1 | Strategic & Business Management: 1 | Technical: 3 | IACET CEUs: 0.5

Communication and Network Security

01-PRO-TEC-ON

This course covers topics related to communications and network security. This course is designed for IT professionals and other adult learners who are interested in gaining an introduction to information technology security.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 PDUs | Total PMI PDUs/Contact Hours: 5 | Strategic & Business Management: 1 | Technical: 4 | IACET CEUs: .5

Identity and Access Management

01-PRO-TEC-ON

This course introduces students to the principles of access controls, beginning with the central modes of information security and continuing through various attacks and defenses. This course presents different kinds of authentication techniques, how they work and how they are distinguished from each other.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs; 5 PMI/PDUs/Contact Hours; 1 Leadership; 1 Strategic & Business Mgmt.; 3 Technical; 5 IACET CEUs

Security and Risk Management

01-PRO-TEC-ON

This course covers the role of governance and risk management in information security. The course looks at the policies and standards that are needed to operate an effective information security function and to oversee good information security practices.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 PDUs | Total PMI PDUs/Contact Hours: 5 | Leadership: 1 | Strategic & Business Management: 1.5 | Technical: 2.5 | IACET CEUs: .5

Security Assessment and Testing

01-PRO-TEC-ON

This course covers security assessment and testing, focusing on potential disruptions that can affect organizations and how they can be addressed with assessments and plans. Learners will have the opportunity to practice how to assess the impact of disasters that may arise as well as to develop their own understanding of IT concepts.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 PDUs | Total PMI PDUs/Contact Hours: 5 | Leadership: 0.5 | Strategic & Business Management: 1.5 | Technical: 3 | IACET CEUs: .5

Security Engineering

01-PRO-TEC-ON

This course contains an introduction to the key concepts of cryptography and security engineering. The course examines the role of encryption in information security and considers common encryption methods.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

CEUs | 5 PDUs | Total PMI PDUs/Contact Hours: 5 | Strategic & Business Management: 2 | Technical: 3 | IACET CEUs: .5

Security Operations

01-PRO-TEC-ON

This course contains a detailed overview of security operations: administrative controls, trusted recovery and change and incident management. This course establishes a foundation in auditing, monitoring and detection in information security. This course requires a basic understanding of IT concepts.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs; 5 PMI/PDUs/Contact Hours; 1 Leadership; 1 Strategic & Business Mgmt.; 3 Technical; 5 IACET CEUs

Software Development Security

01-PRO-TEC-ON

This course covers software development security while focusing on the systems development life cycle, operating systems and their environments. Additional topics include the role of various databases in security and how to recognize and guard against attacks on software. Learners will have the opportunity to apply application security controls. This course requires a basic understanding of IT concepts.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs; 5 PMI/PDUs/Contact Hours; 1 Leadership; 1 Strategic & Business Mgmt.; 3 Technical; 5 IACET CEUs

CYBER SECURITY BOOTCAMP

01-PRO-TEC-ON

The Cybersecurity Bootcamp at Northeastern State University is an accelerated training program, designed to successfully prepare someone with little or no IT background for an entry level job in cybersecurity. You'll gain the technical knowledge and essential skills to launch your future career in cybersecurity.

\$4,000

Open Enrollment

Dates: Feb. 6, 2023-Aug. 3, 2023 | May 16 - Nov. 21, 2023

Estimated Length: 5 months

48 CEUs

REAL-WORLD CLOUD CYBERSECURITY SCENARIOS

01-PRO-TEC-ON

This suite of five related courses covers various aspects of securing cloud services. This bundle is designed for adult learners who are interested in gaining an introduction to information technology security. Some understanding of basic IT concepts is helpful.

\$329

Open Enrollment

Estimated Length: 25 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

Total PDUs/Contact Hours: 10 | Leadership PDUs: 4.75 | Strategic & Business Management PDUs: 1.75 | Technical PM PDUs: 3.5 | CEUs: 2.5 (Contact Hours: 25) | HRCI credits: 25 (Specified - Strategic Business) | SHRM credits: 25

Cloud Data Security

01-PRO-TEC-ON

This course is comprised of two modules. The first addresses many of the important concepts of cloud-based data and the security responsibilities of both cloud consumers and cloud service providers. The second module offers a series of scenarios that relate to cloud data security to ensure you have mastered the material.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 CEUs: 0.5

Cloud Infrastructure and Platform Security

01-PRO-TEC-ON

This course is comprised of two modules. The first addresses many of the challenges for both cloud consumers and cloud service providers in securing the infrastructure and platforms used in cloud computing. The second module offers a series of real world scenarios designed to give learners a sense for how the concepts might be applied to their everyday work.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 CEUs: 0.5

Cloud Operations Security

01-PRO-TEC-ON

This course begins by covering security issues with regard to operating cloud services. While it covers many aspects relevant to a cloud service provider, it should be particularly valuable to helping cloud consumers between consumer and provider.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 CEUs: 0.5

A Manager's Guide to Cloud Computing and Cybersecurity

01-PRO-TEC-ON

This course provides an overview of cloud computing and the business and security considerations of transitioning to a cloud environment or from one cloud service provider to another. The course is presented in two modules. In addition to providing information that aligns with industry standard content from the Cloud Security Alliance, this course also includes a module that presents different real-

world scenarios to learners, asking them to apply what they have learned to situations they might encounter in the workplace.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 CEUs: 0.5

Application Development for Cloud Computing

01-PRO-TEC-ON

This course is intended to provide professionals who have some technical experience an overview of the application development process, how it applies to cloud computing, and the prevalent security concerns related to today's applications. It is not a software engineering course and does not require any programming knowledge. The content of this course covers much of the Application Security domain developed by the (ISC).

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 CEUs: 0.5

REAL-WORLD CYBERSECURITY SCENARIOS

01-PRO-TEC-ON

This bundle is designed for adult learners who are interested in gaining an introduction to information technology security. Some understanding of basic IT concepts is helpful.

\$399

Open Enrollment

Estimated Length: 30 hours | Access Time: 365 Days

Courses may be taken separately, or as a certificate.

Total PDUs/Contact Hours: 30 | Leadership PDUs: 3.5 | Strategic & Business Management PDUs: 6 | Technical PM PDUs: 20.5 | CEUs: 3 (Contact Hours: 30) | HRCI credits: 30 (Specified - Strategic Business) | SHRM credits: 25

Access Control and Identity Management Scenarios

01-PRO-TEC-ON

This course introduces the principles of access controls, beginning with the central modes of information security and continuing through various attacks and defenses. The course provides an overview of identity management and resources used on modern-day information systems, including Web and cloud-based ones.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 Total PDUs/Contact Hours: 5 | Leadership PDUs: 1 | Technical PM PDUs: 4 CEUs: 0.5 (Contact Hours: 5)

Application, Data and Host Security Scenarios

01-PRO-TEC-ON

This course covers the security of applications, data, and hosts in information systems. It provides a comprehensive examination of software development and change management. This course also features a number of fictional scenarios based on real-world application, data, and host security. Although not required, having some experience or working knowledge in IT concepts is helpful in taking this course.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

CEUs: Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 Total PDUs/Contact Hours: 5 | Leadership PDUs: 1.5 | Strategic & Business Management PDUs: 1 | Technical PM PDUs: 2.5 CEUs: 0.5 (Contact Hours: 5)

Compliance and Operational Security Scenarios

01-PRO-TEC-ON

This course contains a discussion of the role of security governance and risk management in information security. The course looks at policies and standards that are needed to operate an effective information security function and to oversee good information security practices.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 Total PDUs/Contact Hours: 5 | Leadership PDUs: 1 | Strategic & Business Management PDUs: 1 | Technical PM PDUs: 3 CEUs: 0.5

Cryptography Scenarios

01-PRO-TEC-ON

This course contains an introduction to the key concepts of cryptography and security engineering. The course

examines the role of encryption in information security and considers common encryption methods.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 Total PDUs/Contact Hours: 5 | Strategic & Business Management PDUs: 2 | Technical PM PDUs: 3 CEUs: 0.5

Network Security Scenarios

01-PRO-TEC-ON

This course examines communications and network security. This course covers the different types of networks and different transmission technologies and two main models that govern how networks work, the OSI model and the TCP/IP model and their related layers.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 Total PDUs/Contact Hours: 5 | Strategic & Business Management PDUs: 0.5 | Technical PM PDUs: 4.5 CEUs: 0.5 (Contact Hours: 5)

Threats and Vulnerability Scenarios

01-PRO-TEC-ON

This course examines the process of identifying and mitigating threats and vulnerabilities in information systems. This course covers common categories of threats and vulnerabilities and the resources used to detect them. This course also features a number of fictional scenarios based on threats and vulnerabilities.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 Total PDUs/Contact Hours: 5 | Strategic & Business Management PDUs: 1.5 | Technical PM PDUs: 3.5 CEUs: 0.5 (Contact Hours: 5)

Introduction to Cloud Computing and Cybersecurity

01-PRO-TEC-ON

This course is comprised of two modules. The first addresses many of the challenges for both cloud consumers and cloud service providers in securing the infrastructure and platforms used in cloud computing. The second module offers a series of real world scenarios designed to give learners a sense of how the concepts might be applied to their everyday work.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 CEUs: 0.5

Introduction to Malware

01-PRO-TEC-ON

This course provides a clear and comprehensive introduction to malware and how to defend against it. Instruction is divided into two modules. The first provides an overview of the history and mechanisms of malware. The second module offers a series of real-world scenarios in which the learner must apply several of the concepts covered in the first module.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

CEUs: .5 (Contact Hours: 5)

Introduction to Cybersecurity

01-PRO-TEC-ON

This course teaches the fundamental concepts of information security one will encounter in the cybersecurity field. This course will set the groundwork with basic vocabulary and then introduces concepts such as access controls, risk management, cyber attacks and digital forensics. This course requires a basic understanding of IT concepts.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total PDUs/Contact Hours: 5 | Leadership PDUs: 1.5 | Strategic & Business Management PDUs: 1.5 | Technical PM PDUs: 2 CEUs: .5 (Contact Hours: 5)

Cloud Application Security

01-PRO-TEC-ON

This course begins by presenting several challenges and solutions for securing cloud-based applications. Learners are then presented with several real-world scenarios to apply the material they've learned.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

Total CPEs (ISC)2: 5 | Group A: 5 | Group B: 0 CEUs: 0.5

Security Awareness Training

01-PRO-TEC-ON

This course teaches employees to identify and prevent security breaches before they happen. This comprehensive training spans the facets of security awareness from in-office to remote security, email to phishing attacks, malware to ransom-ware, cloud to social media and more.

\$15

Open Enrollment

Estimated Length: 2 hours | Access Time: 365 Days

.2 CEUs | IACET CEUs: .2

Front-End Web Developer

03-PRO-TEC-ON

Participants will learn how to make interactive applications that run inside a web browser and can communicate with a web server running remotely. Participants also learn how to use the version control program, Git and collaboration website GitHub.

\$1,699

Open Enrollment

Estimated Length: 260 hours | Access Time: 4-6 Months

Ruby on Rails Web Developer

03-PRO-TEC-ON

This course introduces participants to building dynamic, database-backed web applications with the popular Rails web framework. Participants will receive hands-on experience with planning, designing, coding, securing,

testing and deploying dynamic web applications.

\$1,299

Open Enrollment

Estimated Length: 150 hours | Access Time: 6 Months

MEAN Stack Web Developer

03-PRO-TEC-ON

This course introduces students to building dynamic web applications with MongoDB, Express, AngularJS and Node.js. Learners will learn about essential JavaScript-based technologies, async programming and MVC design techniques.

\$1,299

Open Enrollment

Estimated Length: 110 hours | Access Time: 6 Months

Full Stack Web Developer with MEAN

03-PRO-TEC-ON

This course introduces participants to front-end, or client-side, web development technologies, including JavaScript, HTML, CSS and jQuery in addition to building dynamic web applications with MongoDB, Express, AngularJS and Node.js. Learners will learn about essential JavaScript-based technologies, async programming and MVC design techniques.

\$2,499

Open Enrollment

Estimated Length: 260 hours | Access Time: 9 Months

Full Stack Web Developer with Ruby on Rails

03-PRO-TEC-ON

This course introduces participants to front-end, or client-side, web development technologies, including JavaScript, HTML, CSS and jQuery in addition to building dynamic web applications with MongoDB, Express, AngularJS and Node.js. Once the course is complete, participants will have the basic skills necessary to work as a front-end web developer.

\$2,499

Open Enrollment

Estimated Length: 300 hours | Access Time: 9 Months

Taking Better Photographs

01-PRO-TEC-ON

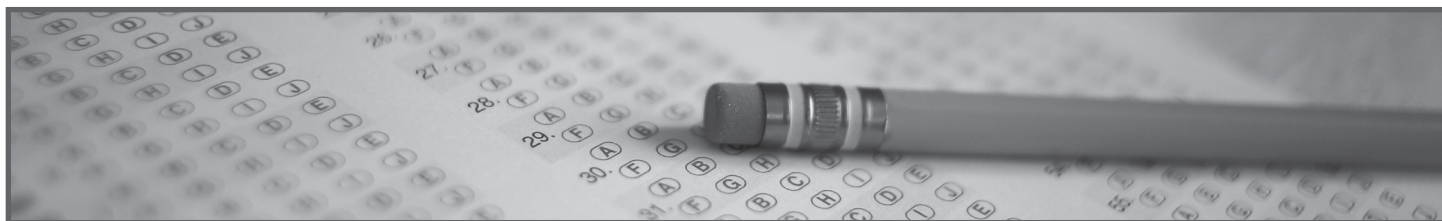
This beginner's course will provide an overview of the basics needed to successfully take photographs. Through this course, you will learn about camera basics, including equipment and settings. Additionally, the course will dive into composition, focusing, and editing to create eye-catching visuals and enhance the photography experience.

\$49

Open Enrollment

Estimated Length: 2 hours | Access Time: 9 Months

CEUs: .2 CEUs | 2 CFREs CFRE Credits: 2 | IACET CEUs: .2



Test Prep Center

CERTIFIED FINANCIAL PLANNER PREP

00-TEST-CFP-ON

This Exam Prep program is registered with the Certified Financial Planner Board of Standards as an approved education program in preparation for the CFP Certification Examination. Whether you are new to the financial services industry or a seasoned professional, this program is designed to be equally beneficial. The program is a sequential six-course certificate program. Our program's schedule allows you to complete your studies in approximately 14-months, while maintaining a full-time job.

\$2,850

Open Enrollment

Estimated Length: 14 months (while working full-time) | Access Time: At Your Own Pace

Courses may be taken separately, or as a certificate.

Insurance CFP

00-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.

\$450

Open Enrollment

Estimated Length: 12 weeks | Access Time: At Your Own Pace

Introduction to Financial Accounting (Income Tax Planning) CFP

00-TEST-CFP-ON

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.

\$450

Open Enrollment

Estimated Length: 12 weeks | Access Time: At Your Own Pace

Retirement and Employee Benefit Planning CFP

00-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.

\$450

Open Enrollment

Estimated Length: 12 weeks | Access Time: At Your Own Pace

Investments CFP

00-TEST-CFP-ON

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.

\$450

Open Enrollment

Estimated Length: 12 weeks | Access Time: At Your Own Pace

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 technique for general estate planning, etc.

\$450

Open Enrollment

Estimated Length: 12 weeks | Access Time: At Your Own Pace

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.

\$600

Open Enrollment

Estimated Length: 12 weeks | Access Time: At Your Own Pace

CERTIFIED GLOBAL BUSINESS PROFESSIONAL (CGBP) EXAM PREP

01-PRO-TEST-ON

This course certifies that a candidate is competent in four primary areas or domains: Global Business Management, Global Marketing, Supply Chain Management and Trade Finance. Within each of these four areas, five "threads" or topics are covered: Documentation; Legal and Regulatory Compliance; Intercultural Awareness; Technology; and Resources.

\$799

Open Enrollment

Estimated Length: 40 hours | Access Time: 360 Days
Courses may be taken separately, or as a certificate.

CEUs: 4 (Contact Hours: 40)

Global Business Management

01-PRO-TEST-ON

This online and self-paced Global Business Management prepares learners to take NASBITE's Certified Global Business Professional exam. This course includes an in-depth review of the Global Business Management knowledge area aligned with NASBITE's the end of the course. The practice exams within this course are designed to align as closely as possible to the questions

test-takers will encounter on the official GED exam.

\$275

Open Enrollment

Estimated Length: 10 hours | Access Time: 90 Days

1 CEUs | IACET CEUs: 1

Global Marketing

01-PRO-TEST-ON

This online and self-paced Global Marketing prepares

learners to take NASBITE's Certified Global Business Professional exam. This course includes an in-depth review of the Global Marketing knowledge area aligned with NASBITE's practice delineation, exam taking tips, module quizzes and a 25-question Practice Exam covering the Global Marketing area of knowledge.

\$275

Open Enrollment

Estimated Length: 10 hours | Access Time: 90 Days

1 CEU | 1 IACET CEUs

Global Supply Chain Management

01-PRO-TEST-ON

For a comprehensive NASBITE CGBP Exam Prep course, register for the full suite of International Trade courses, which includes Global Business Management, Global Supply chain Management, Global Marketing and Global Trade Finance.

\$275

Open Enrollment

Estimated Length: 10 hours | Access Time: 90 Days

1 CEU | 1 IACET CEUs

Global Trade Finance

01-PRO-TEST-ON

This online and self-paced Global Trade Finance prepares learners to take NASBITE's Certified Global Business Professional exam.

\$275

Open Enrollment

Estimated Length: 10 hours | Access Time: 90 Days

1 CEU; 1 IACET CEUs

Project Risk Management: PMI-RMP Exam Prep

This completely online and self-paced nine-module risk management course helps educate project managers in identifying and responding to project risk. This course provides a comprehensive preparation for the Project Management Institute®'s PMI Risk Management Professional (PMI-RMP)® certification exam including exercises, self-assessments, interactive games, and case studies along with exam-taking tips and two full-length, 170-question practice exams covering the required five domains of risk management knowledge.

\$599

Open Enrollment

Access Time: 180 Days

30 | Leadership PDUs: 5.25 | Strategic & Business Management PDUs: 7.5 | Technical PM PDUs: 17.25

PgMP Exam Prep Course

01-TEST-PGMP-ON

This course provides a comprehensive preparation for the Program Management Professional certification exam including exam-taking tips, comprehensive module quizzes and over 200 practice questions covering the areas of knowledge as described in PMI's Program Management Professional Exam Content Specification.

\$599

Open Enrollment

Estimated Length: 25 hours | Access Time: 180 Days

7.5 Leadership PDUs; 9.25 Strategic & Business Mgmt. PDUs; 8.25 Technical PM PDUs; 2.5 CEUs/Contact Hours

Six Sigma Basics

01-PRO-MALA-ON

This self-paced course explains the concepts, strategies, tools, and techniques learners will need to complete process improvement projects and activities. The course is divided into eight modules that explain key foundational Six Sigma information, guide students through the five steps of the DMAIC methodology, and demonstrate how a Six Sigma approach can benefit organizations in several, diverse industries or business sectors. Course assignments detail the tools and skills learners will implement as they apply a Six Sigma approach to process improvement activities, and show practitioners how they can contribute as important members of improvement teams.

\$499

Open Enrollment

Estimated Length: 32 hours | Access Time: 180 Days

CEUs: Total PDUs/Contact Hours: 32 | Leadership PDUs: 11 | Strategic & Business Management PDUs: 5 | Technical PM PDUs: 16 CEUs: 3.2 (Contact Hours: 32)

Six Sigma Green Belt Certification Exam

01-PRO-TEST-ON

This two-and-a-half hour timed exam tests competency and comprehension of Lean Six Sigma principles, strategies, tools and techniques. The test includes 100 multiple-choice questions chosen at random from MindEdge's questions database, and covers all aspects of the DMAIC methodology and its implementation.

\$499

Open Enrollment

Estimated Length: 2.5 hours | Access Time: 60 Days

Six Sigma Green Belt Prep Course and Exam

01-PRO-TEST-ON

This self-paced course prepares learners for the successful completion of the MindEdge's Six Sigma Green Belt Certification Exam by explaining concepts, strategies, tools and techniques that learners will need to know in order to successfully complete the exam.

\$699

Open Enrollment

Estimated Length: 34 hours | Access Time: 240 Days

Total PDUs/Contact Hours: 32 | Leadership PDUs: 11 | Strategic & Business Management PDUs: 5 | Technical PM PDUs: 16 CEUs: 3.2 (Contact Hours: 34)

Six Sigma Yellow Belt Certification Exam

01-PRO-TEST-ON

This self-paced course prepares learners for the successful completion of the MindEdge's Six Sigma Green Belt Certification Exam by explaining the concepts, strategies, tools and techniques they will need to know in order to complete process improvement projects and activities.

\$299

Open Enrollment

Estimated Length: 1.5 hours | Access Time: 60 Days

Six Sigma Yellow Belt Prep Course and Exam

01-PRO-TEST-ON

This self-paced course prepares learners for the successful completion of the MindEdge's Six Sigma Yellow Belt Certification Exam by explaining the concepts, strategies, tools and techniques they will need to know in order to complete process improvement projects and activities.

\$499

Open Enrollment

Estimated Length: 21 hours | Access Time: 240 Days

Total PDUs/Contact Hours: 32 | Leadership PDUs: 11 | Strategic & Business Management PDUs: 5 | Technical PM PDUs: 16 CEUs: 3.2 (Contact Hours: 34)

Recertification Exam Six Sigma Yellow Belt

01-PRO-TEST-ON

This one-hour timed exam is meant for current MindEdge-certified Six Sigma Yellow Belts to earn recertification. Recertification is required every three years. This recertification exam tests a practitioner's competency and comprehension of Six Sigma principles, strategies, tools and techniques.

\$99

Open Enrollment

Access Time: 365 Days

Recertification Exam Six Sigma Green Belt

01-PRO-TEST-ON

This one-hour timed exam is meant for current MindEdge-certified Six Sigma Green Belts to earn recertification. Recertification is required every three years. This recertification exam tests a practitioner's competency and comprehension of Six Sigma principles, strategies, tools, and techniques.

\$149

Open Enrollment

Access Time: 365 Days

Lean Six Sigma Green Belt Prep Course and Exam

01-PRO-TEST-ON

The Lean Six Sigma Green Belt Exam Prep course describes the strategies, techniques, and concepts practitioners will need to effectively prepare for the MindEdge Lean Six Sigma Green Belt certification exam. The nine modules of the course explore the essential components of the DMAIC methodology, describing the important themes, principles, and tools needed to refine processes and enhance operations.

\$799

Open Enrollment

Estimated Length: 40 hours | Access Time: 240 Days

3.8 CEUs | 38 PDUs Total PMI PDUs/Contact Hours: 38 Leadership: 10 Strategic & Business Management: 2 Technical: 26 IACET CEUs: 3.8

Lean Six Sigma Green Belt Certification Exam

01-PRO-TEST-ON

This two-and-a-half hour timed exam tests competency

and comprehension of Lean Six Sigma principles, strategies, tools, and techniques. The test includes 100 multiple-choice questions chosen at random from MindEdge's question database, and covers all aspects of the DMAIC methodology and its implementation.

\$599

Open Enrollment

Estimated Length: 2 hours | Access Time: 60 Days

OSAT Test Prep - Special Education

00-TEST-OSAT-BA

Special Education undergraduate students, graduate students and current school district teachers will learn the components required for the mild/moderate and severe/profound disabilities OSAT (Oklahoma Subject Test). Participants will thoroughly review the test competencies, evidence based strategies and methods with extensive feedback from the professor.

\$25

Open Enrollment

Estimated Length: At Your Own Pace

OGET Test Prep - Mathematics Review

00-TEST-OGET-BA

During this interactive session, we will examine OGET mathematics test competencies and pair them with carefully selected tasks intended to grow the participant's knowledge, experience and understanding in a safe environment where questions are always welcome and mistakes are used to create learning opportunities. Participants will work with mathematics content as related to the OGET exam competencies.

\$50

Open Enrollment

Estimated Length: 3 hours

OGET Sub Areas I. III.

& IV/OSAT Test Prep - Constructed Response

00-TEST-OGET/OSAT/OPTE-BA

Participants will review the purpose, subject matter knowledge, support and rationale needed to respond to OSAT Constructed Response items. Participants will review exemplar prompts in a variety of subject areas related to the OGET/OSAT/OPTE constructed response competencies.

\$20 Per Session

Open Enrollment

Estimated Length: At Your Own Pace

Early Childhood OSAT Prep Course

Early Childhood Education undergraduate students and teachers seeking Alternative Certification will review the Early Childhood competencies addressed on the Early Childhood OSAT including: Child Development, Learning, and the Learning Environment; Communication, Language, and Literacy Development; Learning Across the Curriculum; Professional Knowledge and Responsibilities; and the Constructed Response.

\$50

Open Enrollment
Access Time: 60 Days
.4 CEUs

OSAT Test Prep - Elementary Math

Participants will examine OSAT elementary mathematics test competencies and pair them with carefully selected tasks intended to grow the participant's knowledge, experience, and understanding in safe environment where questions are always welcome and mistakes are used to create learning opportunities. Participants will work with mathematics content as related to the OSAT exam competencies.

\$50
Open Enrollment
Estimated Length: 3 hours

MCAT Prep Course

00-TEST-MCAT-BA

This MCAT Prep course is a unique opportunity for ALL students that are preparing to take the MCAT. The course is taught face - to - face on the NSU Broken Arrow campus by faculty from Northeastern State University, Rogers State University, Oral Roberts University, and the University of Tulsa - a collaborative effort between four Universities to bring to you a high - quality MCAT Prep program. Includes 11th Edition Examkrackers MCAT Study guides, a set of AAMC flashcards and a full AAMC MCAT practice test.

\$995
Open Enrollment
Dates: Seven Saturdays | Jan. 14, 2023 - Feb. 25, 2023 | 9:00 a.m. - 1:00 p.m.
Location: BASC 219. | Northeastern State University, 3100 E New Orleans St., Broken Arrow, OK 74014-3501



Training and Education

CERTIFICATE IN CREATIVITY AND INNOVATION

01-PRO-TR-ON

This certificate program will first help you become re-acquainted with your own stores of creativity and innovation. Next, you are given a set of tools that allow you to leverage your creativity to identify and solve organizational problems.

\$249
Open Enrollment
Estimated Length: 18 hours | Access Time: 360 Days
Courses may be taken separately, or as a certificate.

Total CPEs (ISC)2: 5 | Group A: 0 | Group B: 5 | CEUs: 1.8 (Contact Hours: 18) | HRCI Credits: 15 (Specified - Strategic Business)

Appliance Repair Technician

01-PRO-TR-ON

This course explores the principles and basic concepts involved in major appliance operation, maintenance, diagnosis, and repair. Appliance repair specialists repair,

adjust, and sometimes install electric and gas household appliances, such as refrigerators, washers, dryers, ovens, and other major residential appliances.

\$2,599
Open Enrollment
Estimated Length: 2-4 Months

CERTIFICATE IN COMPUTER SKILLS FOR THE OFFICE

01-EDU-TR

Bring to your Office skills to a whole new level by diving into a suite set of powerful instructional courses. Excel with Excel, and move from the basics to an advanced level. Employ all of your newly-learned tips and tricks to unlock new dimensions from your data. Plus, expand your presentation prowess, with courses that deliver on the functional basics of the PowerPoint application while boosting your visual design skillset.

\$299

Open Enrollment

Access Time: 365 Days

CEUs: 1.8 | Total PDUs/Contact Hours: 6 | Leadership PDUs: 1.75 | Technical PM PDUs: 4.25 | (Contact Hours: 18) | SHRM credits: 18

Excel Advanced Skills

01-EDU-TR

This course is designed for the learner who already has a solid understanding of Excel's basic tools and functions. The course teaches learners some of the more advanced skills and features available in Excel, which may be useful in data analysis. These skills include style templates, conditional formatting, data validation, data manipulation, and pivot tables.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Excel Basics

01-EDU-TR

This course focuses on mastering the fundamental tasks performed in Excel, including data entry, basic formula calculations, and formatting and style operations. During the course, you will learn how to build a spreadsheet from scratch and gain a greater understanding of the most popular Excel commands and functions.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | 3 PDUs

Excel Tips and Tricks

01-EDU-TR

This course features 25 of the most popular Excel tip and tricks for both novice and advanced Excel users. In this course, you will learn time-saving techniques to boost efficiency, increase productivity and workflow, and improve and advance your skills. Topics include data entry, data organization, data cleaning, elements of style, data sorting, data filtering, and spreadsheet display tips.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs

Visual PowerPoint

01-EDU-TR

In this course will help learners use Microsoft's PowerPoint 365 software to build visually engaging slideshow presentations. Learners will consider how to select images and photographs for use in slides, the importance of arrangement and placement of images, the use of tools like Shapes and SmartArt, methods for presenting data, and the selection of colors and fonts that increase the readability of content.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | .3 IACET CEUs

PowerPoint for Business

01-EDU-TR

This course will consider how to plan and design effective slideshow presentations using Microsoft's PowerPoint software. It includes practical tips and examples for mapping the presentation, incorporating research, using templates, selecting visual elements, and delivering the presentation.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs. 3 PDUs, Leadership 1.25, Technical 1.75, IACET CEUs .3

Microsoft Word Basics

01-EDU-TR

This is an introductory-level course designed to both build a foundation of essential skills in Microsoft Word and to gain a greater understanding of its interface and design elements. The course focuses on mastering the fundamental tasks performed in Word, including writing, proofing, finalizing, and printing a document.

\$79

Open Enrollment

Access Time: 90 Days

3 SHRM PDUs | .3 IACET CEUs | Contact hours: 3

Ace Your Job Search

01-PRO-TR-ON

This introductory-level course helps learners craft a resume that is targeted, elegant and effective. This course continues on to cover interviewing skills, focusing on the interview preparation and the five stages of the interview process. Finally, the course will help learners formulate winning answers to difficult interview questions.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs | .5 IACET CEUs

Creativity in Teams and Organizations

01-PRO-TR-ON

This course looks at spurring creativity and innovation in teams and organizations. Drawing on the latest academic thinking, it outlines the key factors for creative teams. Further, the course focuses on tools and techniques designed to yield more productive thinking in collective settings.

\$79

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 (ISC)2 CPEs | Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | .5 IACET CEUs

Effective Presentations

01-PRO-TR-ON

This introductory-level course helps learners organize, structure and create effective presentations that feature slides as a visual aid. This course offers advice and guidance on the most effective and persuasive uses of PowerPoint, including best practices on word count, graphics and structure.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 (ISC)2 CPEs | 5 PDUs | Total (ISC)2 CPEs: 5 | Group A: 0 | Group B: 5 | Total PMI PDUs/Contact Hours: 5 | Leadership: 0.5 | Technical: 4.5 | IACET CEUs: .5

Effective Public Speaking

01-PRO-TR-ON

This introductory-level course helps you develop the skills you'll need to become an outstanding and confident public speaker. This course reviews the seven stages of public speaking including defining the audience and crafting your central message, all the way to writing, practicing and delivering your presentation or speech.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

5 CEUs | 5 PDUs | Total PMI PDUs/Contact Hours: 5 | Leadership: 2.25 | Strategic & Business Management: 0.25 | Technical: 2.5 | IACET CEUs: .5

Finding Purpose in your Career

01-PRO-TR-ON

This course prompts you to examine various job settings and functions, comparing each against your own preferences, values and expectations, in order to determine the best job fit for you.

\$49

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | .3 IACET CEUs

Introduction to Critical Thinking

01-PRO-TR-ON

This introductory-level course is designed to help learners define and identify critical thinking and reasoning skills and develop those skills.

\$95

Open Enrollment

Estimated Length: 7 hours | Access Time: 90 Days

.7 CEUs | .7 IACET CEUs

Introduction to Technical Writing

01-PRO-BUS-ON

This introductory course will explain what technical writing is and what technical writers do, exploring the tools, techniques, and strategies they employ. It will also guide you through the technical writing process, from initial plans to final revisions.

\$99

Open Enrollment

Estimated Length: 5 hours | Access Time: 90 Days

.5 CEUs

Introduction to Emergency Management in the U.S.

01-PRO-TR-ON

This course is designed for learners who are studying emergency management for the first time, preparing for a new career or job role in emergency management, or seeking to refresh their knowledge of foundational concepts.

\$199

Open Enrollment

Estimated Length: 10 hours | Access Time: 180 Days

1 CEU | 10 PDUs

Innovations in Teams and Organizations

01-PRO-TR-ON

This course looks at innovation in corporations and the public sector. This course explores some of the internal responses to the need for creativity, including idea champions, idea incubators, new venture teams etc. This course covers some of the more successful corporate innovators as a way of illustrating the principles of effective innovation in large organizations.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | .3 IACET CEUs

Networking for Success

01-PRO-TR-ON

This course will help learners to improve your personal and professional networking skills by providing best practices and effective tips and techniques.

\$49

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | .3 IACET CEUs

Personal Branding

01-PRO-TR-ON

This course focuses on teaching you how to brand yourself professionally. The assignments in this course discuss the value of personal branding, the way to craft your personal brand statement and finally, the best methods for communicating your personal brand to clients, employers and other industry professionals.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | .3 IACET CEUs

Personal Finance

01-PRO-TR-ON

No matter what your financial situation is, it is important to understand how to handle your money. This course will familiarize you with the basics of budgeting, credit, saving and investing.

\$49

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

Personal Creativity

01-PRO-TR-ON

This course addresses Personal Creativity. Through tools and exercises drawn from Adrian Brown's book, *Creativity & Innovation*, it seeks to help unlock the creativity within individuals. By stimulating creativity through various techniques (mind-mapping, DO-IT, SCAMPER, right and left brain thinking) participants learn to tap into their personal creativity and apply it to organizational challenges. Chapters of the book are included in the course as PDF downloads. No additional purchase is necessary.

\$79

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEUs | .3 IACET CEUs

Speak with Confidence

01-PRO-TR-ON

Public speaking is one of the most common anxiety-inducing experiences. Whether delivering a speech in front of a large audience or having a direct conversation with one or two other people, we often allow stress and nerves to impede our ability to deliver a clear message. This course is designed to help learners understand the causes and signs of speaking anxiety and learn practical ways to address their speaking fear.

\$20

Open Enrollment

Estimated Length: 2 hours | Access Time: 90 Days

.2 CEUs

The First 30 days

01-PRO-TR-ON

This course will help learners prepare for your first thirty days on the job, laying the groundwork for a successful tenure in your new role and at the organization.

\$49

Open Enrollment

Estimated Length: 3 hours | Access Time: 90 Days

.3 CEU | .3 IACET CEUs

OSHA 30 for the Construction Industry

The 30-hour Construction OSHA Outreach Training Program is intended to provide a variety of training to personnel with some safety responsibility. Training emphasizes hazard identification, avoidance, control, and prevention, not OSHA standards. Instructional time must be a minimum of 30 hours. Hazards and topics addressed in the course include falls, electrical, struck-by, caught-in or between, cranes, excavations, concrete and masonry, scaffolds/aerial lifts, construction forklifts, ladders, and heavy equipment.

\$165

Dates: Monday - Friday | December 27 - 31, 2023

Times: 8:00 a.m. - 4:00 p.m. | 30 hours total class time



Criminal Justice

CLEET Reserve Academy

Enhance public safety by providing education and training which promotes professionalism and enhances competency within the ranks of Oklahoma law enforcement; manage and regulate the licensing and training of private security.

\$300

Pre-Academy Meeting: Dec. 12, 2022. CPR Course if needed: Dec. 17, 2022. Academy starts: Jan. 17, 2023.

Times: Evenings and Weekends

Total course hours: 260

Location: NSU Tahlequah

CRIME SCENE INVESTIGATOR (CSI) CERTIFICATE

After the completion of all four Crime Scene Investigator (CSI) levels, the students will obtain a Crime Scene Investigator Certificate from Northeastern State University (NSU) and the Oklahoma State Bureau of Investigation (OSBI). Students are not required to attend all four course blocks, but attendance and proficiency in all four will be required to obtain a Crime Scene Investigator Certificate. Courses may be taken separately, or as a certificate.

\$600

Open Enrollment

Time: 8:00 a.m. - 4:00 p.m.

CLEET Accredited Hours: 128

Location: Online and NSU Broken Arrow Campus | 3100 E. New Orleans St., Broken Arrow, OK 74014, Liberal Arts Building,

Crime Scene Investigator I

00-PRO-CRJ-ONTQ

This introductory course will teach crime scene management, legal considerations of CSI, Crime Scene Search and overview and theory of CSI.

\$150

Dates: Jan. 23-26, 2023 | Times: 8 a.m. - 4 p.m.

32 CLEET accredited hours

Location: NSU at Broken Arrow

Crime Scene Investigator II

00-PRO-CRJ-ONTQ

This course will go more in depth of things involving CSI. learn DNA, analyze a body at a crime scene, wound recognition, Fire scene investigation and crime scene photography.

\$150

Dates: Feb. 20-23, 2023 | Times: 8 a.m. - 4 p.m.

32 CLEET accredited hours

Location: NSU at Broken Arrow

Crime Scene Investigator III

00-PRO-CRJ-ONTQ

This is the third course under Crime Scene Investigation which will teach Blood Stain Pattern analysis and Trajectory analysis.

\$150

Dates: Mar. 20-23, 2023 | Times: 8 a.m. - 4 p.m.

32 CLEET accredited hours

Location: NSU at Broken Arrow

Crime Scene Investigator IV

00-PRO-CRJ-ONTQ

In the last course it will encompassing overall proficiency testing, and hands on practical exercises that include processing a mock crime scene using previously taught evidence identification and collection techniques, photography, evidence packaging and crime scene report writing, based upon items found at a mock crime scene.

\$150

Dates: April 17-20, 2023 | Times: 8 a.m. - 4 p.m.

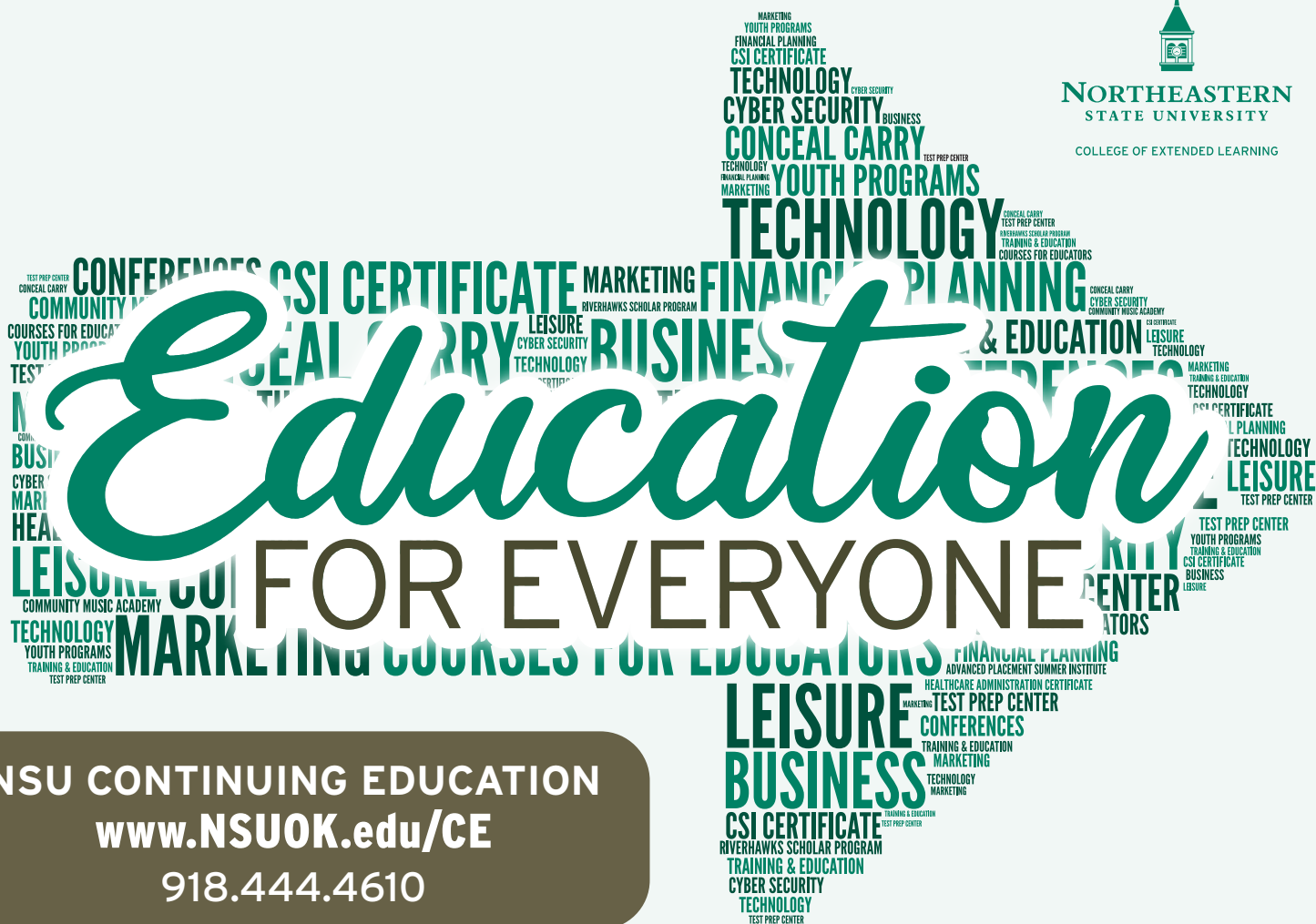
32 CLEET accredited hours

Location: NSU at Broken Arrow



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