



Continuing Education

Fall 2011



Welcome to SE's Continuing Education!

We hope that this catalog finds you very well and excited about the Fall line up of classes being offered. Please take some time to consider our online courses as well as our traditional offerings.

There is more to come, so please check our catalog carefully. If you don't find what you're seeking, please contact us and tell us. We have a number of things that you may find interesting...

And if you love to teach or have considered teaching one (or more) of your hobbies or something you are passionate about, please contact us to see if your idea is a fit for our program.

Kind regards,

Scott Hensley, Director
Continuing Education
580.745.2858
continuingeducation@se.edu
www.se.edu/conted

Continuing Education Mission: Continuing Education meets the learning needs of Southeastern University's service community beyond the traditional classroom, upholding and promoting the Department's core values as it provides meaningful, accessible lifelong learning for citizens of every age, gender, ethnicity, and socioeconomic status.

Southeastern Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services.

Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services, Student Union, Suite 204 or call (580) 745-2254 (TDD# 745-2704). It is the responsibility of each student to make an official request for accommodations to the Coordinator. Accommodations cannot be guaranteed without adequate advance notice.

5 Ways to Register!

By Phone:

Credit card required. Visa, MC, Discover, or AMEX.

Call **580.745.2858** or **1.800.435.1327 X2858**.

In-Person:

Register at the Continuing Education Office in the **University Center, Room 225, from 8a.m. to 5p.m. Monday through Friday**. Visitor parking is available on 5th Ave.

By Fax:

Credit card required. Visa, MC, Discover, or AMEX. Fax registration form to **580.745.7462**.

By Mail:

Credit card or check required. VISA, MC, Discover, or AMEX. Mail to: **Continuing Education, SE, 1405 N 4th Ave., PMB 4232, Durant, OK 74701-0609**

By Purchase Order:

If you are paying by purchase order, a copy of the purchase order must be submitted with the faxed, mailed, emailed or in-person registration.

**Registration is not considered complete until payment is received.*

***Refunds for cancellations may be requested and could take up to 4 weeks to be processed and received.*

ENROLL TODAY!

Note:

Registration forms are available using the following CE web link:

<http://www.se.edu/conted>

Choose **How to Register** under **Pages**.



Be sure to register **early** to secure your enrollment as some classes have limited class sizes.

Registration is recommended a minimum of **one week prior** to the first class meeting.



Additional information and answers to your questions can be obtained by contacting the Continuing Education offices at **580.745.2858**



Office Closed:

Please note that the Continuing Education offices are closed on Sept 5 (Labor Day), Oct 20-21 (Fall Break), Nov 23-25 (Thanksgiving Break) and Dec 23-30 (Christmas Break).

Changes to Class or Course Cancellation:

Continuing Education reserves the right, when necessary, to cancel or reschedule programs, change instructors, or otherwise alter the schedule. Additional classes may be scheduled to accommodate the demand.

Parking:

The campus map provides information regarding available parking areas.

Disability Accommodations:

Please contact SE Continuing Education at **580-745-2858** or Southeastern Oklahoma State University at **580-745-2368** to request assistance due to a disability. Accommodations cannot be guaranteed without adequate advance notice.

AQUATICS

Have you been looking for an exercise regimen that is unlike other workouts, and is fun and invigorating? Check out aquatic exercise! We have many different options to choose from that may fit your needs.

Water exercise has many unique advantages. Water resistance helps increase your muscular strength and endurance, improves flexibility by stretching your muscles, and tones your entire body. Water workouts are designed to meet the needs of everyone, regardless of fitness level. Not only will you be getting a wonderfully relaxing workout, but you will meet new and exciting people. Continuing Education offers Aqua Fitness classes several times each week. It is advised to consult your physician prior to enrolling in any exercise program.

Aquatic programs are held in the Bloomer Sullivan Gymnasium indoor heated pool. Lockers (you provide the lock), showers, and electrical outlets are available in the private dressing rooms. Lifeguards are on duty.

Note: The pool will be closed during times of audible thunder or visible lightning and when the University closes. When unscheduled swimming pool maintenance becomes necessary and the pool must be closed, we will make every effort to contact participants.

WATER AEROBICS FOR ADULTS (Morning, Noon, or Evening)

Start your day with an invigorating water aerobics workout in the Southeastern indoor pool. Water aerobic exercise is very enjoyable. You can relax and unwind while improving your physical conditioning in our soothing waters. There are deep and shallow water exercises, but it is your preference as to where you will work out. Flotation belts are provided for deep-water participants, as well as, leg weights for those participants who would like more resistance in their workouts. Sign up today!

COMMUNITY LAP SWIM (Daytime or Evening)

Improve your physical fitness and swimming form, or just take it easy in the water. However, you do it; swimming can improve your health by increasing your flexibility, strength, and circulatory endurance or by relieving all that stress and tension. Meet old and new friends in a relaxing, non-competitive environment. Due to the nature of this program, only a small number of participants allowed. Lifeguards are on duty.

WOMEN'S WELLNESS WATER WORKOUT (WWWW)

If you need a workout program to relieve physically limiting conditions such as arthritis or lower back pain, this class may be for you. If you want to improve your physical conditioning and flexibility, this program is definitely for you! Time in the water is invigorating, therapeutic, and relaxing. It is recommended that you consult your healthcare physician before beginning any exercise regimen. ***This class is for women only. Due to the popularity of the program and the number of participants, no swimming or other pool activities will be allowed during these sessions.***

EVENING WATER RUNNING

Are you unable to run on the track for health reasons? This class will allow you to exercise the same way, but in the water! Water fitness causes less impact on your joints while still meeting your cardiovascular needs, and conditioning, with an opportunity to weight train while improving muscle tone and bone density.

Scheduled Pool Closings

Sept. 5-Labor Day Oct. 20-21-Fall Break

Nov. 23-25-Thanksgiving Break

Dec. 10-Jan 12-closed between semesters

MORNING WATER AEROBICS

Course Name: Morning Water-3X (Aug) **Time:** 9:00-10:00 am
Course No.: 0222-1741 **Fee:** \$75.00
Course Meets: Aug. 15-Oct 17th (Mondays, Wednesdays, & Fridays)

Course Name: Morning Water-3X (Oct) **Time:** 9:00-10:00 am
Course No.: 0222-1751 **Fee:** \$50.00
Course Meets: Oct. 24-Dec. 9 (Mondays, Wednesdays, & Fridays)

Course Name: Morning Water-2X (Aug) **Time:** 9:00-10:00 am
Course No.: 0222-1761 **Fee:** \$50.00
Course Meets: Aug. 16-Oct. 13 (Tuesdays and Thursdays)

Course Name: Morning Water-2X (Oct) **Time:** 9:00-10:00 am
Course No.: 0222-1771 **Fee:** \$35.00
Course Meets: Oct. 25-Dec. 8 (Tuesdays and Thursdays)

NOON WATER AEROBICS

Course Name: NOON Water (Aug) **Time:** 12 Noon-1:00 pm
Course No.: 0222-1781 **Fee:** \$75.00
Class Meets: Aug. 15-Oct. 17 (Mondays, Wednesdays, Fridays)

Course Name: NOON Water (Oct) **Time:** 12 Noon-1:00 pm
Course No.: 0222-1791 **Fee:** \$50.00
Class Meets: Oct. 24-Dec. 9 (Mondays, Wednesdays, Fridays)

WOMEN'S WELLNESS WATER WORKOUT (WWWW)

Course Name: WWWW-3X (Aug) **Time:** 2:00-3:00 pm
Course No.: 0222-1801 **Fee:** \$75.00
Class Meets: Aug. 15-Oct. 17 (Mondays, Wednesdays, Fridays)

Course Name: WWWW-3X (Oct) **Time:** 2:00-3:00 pm
Course No.: 0222-1811 **Fee:** \$50.00
Class Meets: Oct. 24-Dec. 9 (Mondays, Wednesdays, Fridays)

Course Name: WWWW-2X (Aug) **Time:** 2:00-3:00 pm
Course No.: 0222-1821 **Fee:** \$50.00
Class Meets: Aug. 16-Oct. 13 (Tuesdays & Thursdays)

Course Name: WWWW-2X (Oct) **Time:** 2:00-3:00 pm
Course No.: 0222-1831 **Fee:** \$35.00
Class Meets: Oct. 25-Dec. 8 (Tuesdays & Thursdays)

EVENING WATER AEROBICS

Course Name: Evening Water (Aug) **Time:** 5:30-6:30 pm
Course No.: 0222-1841 **Fee:** \$99.00
Class Meets: Aug. 15-Oct. 18 (Mondays, Tuesdays, Wednesdays, & Thursdays)

Course Name: Evening Water (Oct) **Time:** 5:30-6:30 pm

Course No.: 0222-1851 **Fee:** \$70.00
Class Meets: Oct. 24-Dec. 8 (Mondays, Tuesdays, Wednesdays, & Thursdays)

EVENING WATER RUNNING

Course Name: Water Running (Aug) **Time:** 6:30-7:30 pm
Course No.: 0222-1861 **Fee:** \$50.00
Class Meets: Aug. 16-Oct. 13 (Tuesdays & Thursdays)

Course Name: Water Running (Oct) **Time:** 6:30-7:30 pm
Course No.: 0222-1871 **Fee:** \$35.00
Class Meets: Oct. 25-Dec. 8 (Tuesdays & Thursdays)

LAP SWIM

Course Name: Afternoon Lap Swim 3X (Aug) **Time:** 1:00-2:00 pm
Course No.: 0222-1881 **Fee:** \$75.00
Class Meets: Aug. 15-Oct. 17 (Mondays, Wednesdays, Fridays)

Course Name: Afternoon Lap Swim 3X (Oct) **Time:** 1:00-2:00 pm
Course No.: 0222-1891 **Fee:** \$50.00
Class Meets: Oct. 24-Dec 9 (Mondays, Wednesdays, Fridays)

Course Name: Afternoon Lap Swim 2X (Aug) **Time:** 1:00-2:00 pm
Course No.: 0222-1901 **Fee:** \$50.00
Class Meets: Aug. 16-Oct. 13 (Tuesdays & Thursdays)

Course Name: Afternoon Lap Swim 2X (Oct) **Time:** 1:00-2:00 pm
Course No.: 0222-1911 **Fee:** \$35.00
Class Meets: Oct. 25-Dec. 8 (Tuesdays & Thursdays)

Course Name: Evening Lap Swim (Aug) **Time:** 6:30-7:30 pm
Course No.: 0222-1921 **Fee:** \$50.00
Class Meets: Aug. 15-Oct. 17 (Mondays & Wednesdays)

Course Name: Evening Lap Swim (Oct) **Time:** 6:30-7:30 pm
Course No.: 0222-1931 **Fee:** \$35.00
Course Meets: Oct. 24-Dec. 7 (Mondays & Wednesdays)

ARTHRITIS FOUNDATION AQUATIC PROGRAM (AFAP)

If you have a form of arthritis or a related condition, your physician may recommend that you begin an exercise program to help improve your flexibility and decrease pain. If you're searching for a program that will lessen joint stiffness, increase your stamina and still be fun, aquatic exercise may be the answer for you.

Water exercise is especially good for people with arthritis, because it allows you to exercise without putting excess strain on your joints and muscles. The **AFAP** gives you the opportunity to do gentle activities in warm water, with guidance from a trained instructor. Although it is a nonclinical program (one that will not replace a prescribed regimen of therapeutic exercise), past participants have enjoyed some physical benefits, such as decreased pain and stiffness.

Course Name: AFAP 3X (Aug) **Time:** 10:10-11:10 am
Course No.: 0222-1941 **Fee:** \$75.00
Class Meets: Aug. 15-Oct. 17 (Monday, Wednesdays, & Fridays)

Course Name: AFAP 3X (Oct) **Time:** 10:10-11:10 am
Course No.: 0222-1951 **Fee:** \$50.00
Class Meets: Oct. 24-Dec. 9 (Mondays, Wednesdays, & Fridays)

AMERICAN RED CROSS CERTIFICATIONS

CPR & FIRST AID FOR THE COMMUNITY, WORKPLACE & SCHOOLS

If you are responsible for taking care of children, this course is essential!

Learn how to overcome reluctance to act in emergency situations, such as respiratory or cardiac problems, sudden illness, or injuries to infants, and adults. Topics include: how to respond to emergency situations, how to control bleeding, how to care for a sprain, strain or fracture, how to care for an infant, child or adult who stops breathing, and much more. Participants will have the opportunity to become certified for one year for Infant, Child, and Adult CPR and three years for Community First Aid and Safety.

Course #: 0202-4592 **Date(s):** Sept 10 **Time:** 9:00 am - 5:00 pm
Instructor: Brandi Burkhalter **Location:** HP 228 **Cost:** \$40

INCLEMENT WEATHER

Students may call the following numbers for closing information due to inclement weather:

(580) 745-7272

If possible, the decision to close will be made the evening before prior to the ten o'clock news and no later than 6:00 a.m. the morning of the possible closing. Closings will be broadcast on local radio and television stations.

OPPORTUNITIES FOR CHILDREN

ACT PREP

The ACT is a nationally administered, standardized test which provides college admissions personnel with an assessment to assist in the evaluation of candidates for admission. College admission officers agree that the ACT score is considered the second most important factor in the college application process in addition to the academic record of students. Learn the three keys necessary to be prepared including learning about the test, strategies for test-taking, and for this important test, familiarity with materials covered on the test.

In support of the Fall 2011 ACT test dates

Course #: 0215-2630 **Date(s):** Aug 14, 21, 28 (Sun) **Time:** 1:00 pm - 4:30 pm
Instructor: Kathy Moore **Location:** UC215 **Cost:** \$70

In support of the Dec 2011 ACT test dates

Course #: 0215-2640 **Date(s):** Oct 30, Nov 6, Nov 13 (Sun) **Time:** 1:00 pm - 4:30 pm
Instructor: Kathy Moore **Location:** UC215 **Cost:** \$70

KIDS 'N PARENTS 'N CLAY

This workshop will provide kids (ages 8-13) with an excellent opportunity to create various art projects using their hands while working with the medium of clay. Clay can be a very expressive medium, and kids will be encouraged to express themselves in this workshop. In a new twist, we are setting up the class as a child and parent class this year. No prior experience or exposure to clay is necessary. Everyone will walk away with greater knowledge of the clay medium and have a completed project. Projects in the past have included whistles, maracas, masks, and hand-built vessels. Supplies will be available for \$5.00 at the first class meeting.

Course #: 0215-2650 **Time & Date(s):** Sep 24 9am-1pm & Oct 8: 10am-Noon
Instructor: Robert Ostman **Location:** VA124 **Cost:** \$85 per pair

CHRISTMAS COOKIE DECORATING CLASS

This class is always a Christmas favorite! Rolled cookies will be the decorator's canvas. Butter cream and rolled fondant will be the decorator icings used, with plenty of edible sprinkles, colored sugar and other 'accessory' choices to make your designer cookies show off your own personal style. Think of this as an art class which incorporates food - what could be better! Each participant (or pair) will get to decorate a dozen prebaked cookies.

Course #: 0215-2660 **Date(s):** Dec 3 (Sat) **Time:** 1:00pm – 4:00pm
Location: UC215 **Cost:** \$25 (Single-age 8 or older) \$35 (Pair-Parent/School Age Child)

PERSONAL ENRICHMENT

CERAMICS I

Techniques such as pinch pots, coiling, slab work, and throwing will be included in this course. Working with clay can be a great stress reliever. This course is a great opportunity to create ceramics while engaging in a fun learning experience in a low stress environment. This class offers a fine opportunity to create unique projects that make great gifts. All experience levels welcome! Robert Ostman, a graduate of SE and art teacher at Madill Elementary, has returned to teach one of our most popular courses.

Course #: 0215-2670 **Time:** 6:00 pm - 8:00 pm
Date(s): Aug 25-Sep 29 (Thursdays) **Location:** VA124
Instructor: Robert Ostman **Cost:** \$85
***Supplies required for Ceramics class:** 25lbs Clay; will be available for \$15 from the Visual Arts and Ceramics Organization at the first class meeting.

CERAMICS II

Now that you have begun to learn more about clay, you can continue your journey on your own creative path with clay while learning hand building and/or wheelwork techniques with Robert Ostman, artist, ceramist, and art teacher from Madill Elementary. Use this course as an opportunity to learn various methods to create and express yourself with clay while unwinding from the stress of daily activities. All experience levels welcome!

Course #: 0215-2680 **Time:** 6:00 pm - 8:00 pm
Date(s): Oct 6-Nov 17 (Thurs) **Location:** VA124
Instructor: Robert Ostman **Cost:** \$85
***Supplies required for Ceramics class:** 25lbs Clay; will be available for \$15 from the Visual Arts and Ceramics Organization at the first class meeting.

BACKPACKING PREPARATION COURSE

This course is designed to introduce people to the world of backpacking and provide them with the knowledge and techniques necessary to safely enjoy their time in the backcountry. The instructor will discuss the basic gear required for backpacking, demonstrate the use and general maintenance of equipment, demonstrate the proper method of packing a backpack for a multi-day hiking trip, create a menu and teach back country cooking skills, provide instruction on map reading and basic navigation skills, and provide a brief overview of wilderness first aid, risk assessment and wilderness survival.

Course #: 0215-2690 **Time:** 6:00 pm - 7:30 pm
Date(s): Oct 29, Nov 1 & 8 (Tues) **Location:** UC215
Instructor: Adam Lovell **Cost:** \$45

PAPER ART FOR ADULTS AND TEENS

This class is a new twist to scrapbooking. Leave those traditional 12X12 books at home and come experience a new way to display photographs and cherished keepsakes: a greeting card, a dried flower petal, a ticket stub, and more. This class offers a great way to pull them all together and preserve your memories in an attractive manner. Come join us for some 'scrappy' fun with instructor Beth Boothe. She will teach fresh formats and techniques to liven up your projects.

Class instruction is appropriate for teens who love to scrap as well as adults. Come one, come all!

Note: In order to have supplies for this class, enrollment must be finalized at least **2 weeks prior** to class date.

Paper Cone Project utilizing Graphic 45 Wizard of Oz Themed Paper

Course #: 0215-2700 **Time:** 6:00 pm - 9:00 pm
Date(s): Sept 15 (Tues) **Location:** UC215
Instructor: Beth Boothe **Cost:** \$40

Christmas Themed Paper Art Project

Course #: 0215-2710 **Time:** 6:00 pm - 9:00 pm
Date(s): Nov 17 (Tues) **Location:** UC215
Instructor: Beth Boothe **Cost:** \$40

***Supplies needed for Scrapbooking classes:** scissors, glue dots, black ink pad, ruler, pencil and pen, and a big emery board.

PAYING FOR EDUCATION - Saving for Education Takes More Than Dollars!

Paying for Education is a seminar designed to provide information about the value and importance of planning for children's/grandchildren's future education costs. At the seminar participants will learn strategies to use today to save for their children's or grandchildren's education, including:

- Why they should be saving now and how much they'll need
- Tax-deferred savings options for elementary through college education costs
- Additional financial options to help meet their family's education goals

Course #: 0215-2720 **Time:** 6:30 pm - 8:30 pm
Date(s): Nov 15 **Location:** UC215
Instructor: Leah Anne Brooks Edward Jones **Cost:** \$25

FOUNDATIONS OF INVESTMENT

Fear of the unknown sometimes prevents people from investing in the future. Developing an understanding of the basics simplifies the process of getting started in an investment program. This seminar addresses needs of new investors as well as those needing a refresher. The program material teaches fundamental concepts of investing and potential strategies to help build wealth.

- The key features of bonds, stocks and mutual funds
- The importance of asset allocation
- The impact of inflation on your long-term goals

Course #: 0215-2730 **Time:** 6:30 pm - 8:00 pm
Date(s): 9/20, 9/27, 10/4 & 10/11 **Location:** UC215
Instructor: Leah Anne Brooks, Edward Jones **Cost:** \$35

FOXTROT AND EAST COAST SWING

Foxtrot is a smooth progressive dance characterized by long, continuous flowing movements across the dance floor. It is a truly American dance and is the most popular social dance at parties, balls, and night-clubs.

East Coast Swing dancing is a high energy activity! You will learn the basic step, turns, triple time and single time, and how to put these steps together to learn the art form of the East Coast Swing. It is an American dance dating back to the 1930s, revived in the 1950's, and is as popular today as it was back then.

Course #: 0215-2740

Date(s): 9/12, 9/19, & 9/26

Instructor: Kaaren Teuber

Time: 6:30 pm - 8:00 pm

Location: TBD

Cost: \$65 (Single) \$110 (Couple)

PHYSICAL FITNESS

BOOT CAMP

Are you ready for a challenge? Boot Camp is a group fitness program designed to get participants on the fast track toward fitness goals – and revved up with energy, inspiration, and fun. Exercise experts agree that early morning workouts rev up your metabolism, jump start your energy level and accelerate your ability to burn calories. The class begins inside with a dynamic warm-up, and then heads outside (weather-permitting) for 45 minutes of cardio circuit training, core conditioning, strength building and finally, flexibility. This challenging class is great for any fitness level, age, or size, because variations are provided to challenge a wide range of abilities. Boot camp not only pushes you physically, but the friendships you'll make keep you coming back for more!

Equipment Required: Well-padded personal exercise mat, comfortable clothing, good quality athletic shoes, & water bottle.

Boot Camp Session 1:

Course #: 0215-2750

Time: 6:00 am - 6:45 am

Date(s): Aug 15-Oct 6 (Mon, Wed & Thur) **Location:** Student Union Gym

Instructor: Julie Simeroth

Cost: \$95 (23 sessions)

Boot Camp Session 2:

Course #: 0215-2760

Time: 6:00 am - 6:45 am

Date(s): Oct 10-Dec 8 (Mon, Wed & Thur) **Location:** Student Union Gym

Instructor: Julie Simeroth

Cost: \$95 (23 sessions)

**no class Oct 20 (Fall Break) or Nov 24 (Thanksgiving Break)*

LUNCH CRUNCH

No more guilt-ridden lunches for you! An invigorating, healthy 30-minute lunch break awaits you in this class. Lunch Crunch focuses on strengthening all the muscles of the torso from top to bottom and front to back, creating a balance that enables you to stand tall and help prevent injury. These muscles make up your "core", and are the power house of the body because every movement we make originates from the core. This class will teach you fresh, new core body moves including classic crunches with a new twist, stability ball moves, balance work, and Pilates/Yoga moves to sculpt your core from every angle. Benefits of strengthening the core include: Prevention and relief of lower back pain, better posture, improved balance, increased strength in the rest of your body, and a smaller waistline.

Equipment Required: Well-padded personal exercise mat, comfortable clothing, and supportive athletic shoes.

Lunch Crunch Session 1:

Course #: 0215- 2770

Date(s): Aug 15-Oct 5 (Mon & Wed)

Instructor: Julie Simeroth

**no class Sept 5 (Labor Day)*

Time: 11:30 am - 12:00 pm

Location: Student Union Gym

Cost: \$60 (15 sessions)

Lunch Crunch Session 2:

Course #: 0215- 2780

Date(s): Oct 10-Dec 7 (Mon & Wed)

Instructor: Julie Simeroth

**no class Nov 21-25 (Thanksgiving Break)*

Time: 11:30 am - 12:00 pm

Location: Student Union Gym

Cost: \$65 (16 sessions)

SELF DEFENSE FOR WOMEN

Safety can be defined as "freedom from danger, risk, or injury." Making a conscious choice to be aware of your surroundings and avoid potentially dangerous situations will greatly decrease your risk of being assaulted. This course will address safety, awareness and personal protection, as well as pressure points and escape techniques to help you survive or avoid an attack. In addition to in-depth discussion on stalking and abduction, you will learn more advanced self-defense techniques and get more hands-on practice. Participants should wear comfortable clothing, as this class will involve more physical activity. Remember: you are never too young or old to be assaulted...make an investment in your safety!

Appropriate for all ages of women, including high school and college students.

Amy Wingfield, a third degree blackbelt, has been studying Taekwondo for more than 10 years. She is the head instructor of Red River Taekwondo in Durant, and has taught more than 1,000 hours of Taekwondo and self defense classes.

Self Defense:

Course #: 0215-2790

Date(s): Aug 23 & 30

Instructor: Amy Wingfield

Time: 6:00 pm – 8:00 pm

Location: UC215

Cost: \$50

***Supplies: The book The Gift of Fear by Gavin De Becker is required for **BOTH** Self Defense for Women classes:** It will be available for **\$15** from the instructor at the first class meeting (if paid for with Registration at least one week prior to first class meeting). Otherwise, you may purchase individually online or at a book store of your choice.

PROFESSIONAL DEVELOPMENT

9TH ANNUAL DR. WAYNE DIXON HONORARY SCHOLARSHIP WORKSHOP

This program is designed for mental health professionals to obtain continuing education units and learn with the SE Behavioral Sciences faculty. Each year new topics are covered to allow participants to return and learn more year after year. Topics and presenters for this year's workshop include the following:

Course #:0202-4602 **Date(s):** November 18 **Time:** 8:00 a.m-5:00 p.m.

Location: SE Ballroom **Cost:** \$75 (before October 1) \$95 (after October 1)

***SE Faculty/Staff/Students - \$20 (before October 1) \$30 (after October 1)**

Continuing Education Units pending (6 hours)

Oklahoma LPC & LMFT

Oklahoma CADC & LADC

NBCC (Provider #4285)

Child Development Associate (CDA) Certification Preparation

Child Development Associate Preparation

is now available through

Southeastern Oklahoma State University!



- ◆ Work toward your CDA certification while starting your Bachelors Degree at *Southeastern Oklahoma State*.
- ◆ Complete Two CDA classes online (non-academic credit), then enroll into the third required CDA course (Early Childhood* for credit) on the SE main campus in Durant, to start working on your Bachelors Degree
- ◆ Each of the Two online CDA courses is **\$197** when registering through SE's Continuing Education office. Other courses and tuition/fees will apply to "for-credit" courses at SE).
- ◆ **For more information** or to register for the upcoming CDA courses, please contact the SE Continuing Education office @ 580.745.2858. Registration can be completed over the phone for the online classes, if paid by credit card.

*The CDA courses offered above do not guarantee CDA certification, nor will it lead to an Associates Degree. Certification requires completion of other steps after completing the three required courses. The Early Childhood course at SE may require the student to take some prerequisite courses. Academic credit is granted only for the SE courses taken in relation to the four year Bachelors Degree plan, which include Early Childhood and prerequisites which lead to the Bachelors Degree.

Online Learning Options

For more information and to register, visit: www.se.edu/conted

PERSONAL DEVELOPMENT AND TECHNOLOGY COURSES

Discover Digital Photography

Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that catapulted the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You'll learn what you need, what you can do, and what fun you can have. Whether you're new to photography or a longtime professional making the change to the digital world, this class will provide an introduction to new opportunities.

This Course will be facilitated by Beverly Schulz. Beverly Schulz is a freelance photographer and a graduate of the New York Institute of Photography's Professional Photographer's program. She teaches a number of classes in digital photography and has more than 25 years of classroom instruction experience. Her writing and photography have been published in a number of magazines. She has traveled extensively and participated in onsite photography workshops as well as independent photo quests. In addition to teaching and photographic work, she provides consulting services for digital photographers and clients.

Beginning Writers Workshop

If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You'll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece.

Our emphasis in this course is on developing your skills through practice, so you'll spend more time writing than reading. You'll master important concepts by completing enjoyable writing exercises and assignments, and you'll discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories.

This Course will be facilitated by Anne Linqvist. Ann Linqvist is a popular continuing education instructor on college campuses, at corporations, and with non-profit organizations. She has helped thousands of adults learn to tackle their writing tasks with enthusiasm. Having written everything from novels to newsletters, articles to ad copy, and poetry to proposals, Linqvist is able to address the writing needs of each individual. The breadth of her background

ensures a powerful, involving learning experience that builds on the strengths of each participant.

Real Estate Investing

Want to invest in real estate but have no money and no idea where to start? In this course, we'll demystify the technical aspects of acquiring and profiting from property. We'll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you'll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal. This course provides straight talk about real estate that will help you profit from the tremendous opportunities available to investors right now.

This Course will be facilitated by Josh Fuhrer. Josh Fuhrer is a real estate investor and developer with over 10 years of experience in single-family homes, affordable housing, and office and retail properties. He currently works as an independent development project manager on commercial property, consulting with small private for-profit and nonprofit developers on development strategies and construction issues. He has worked on projects ranging from affordable housing to office condos and mixed-use developments. Josh holds a Bachelor of Science degree in Liberal Studies and a Graduate Certificate in Real Estate Development, and he has served on the board of directors of a nonprofit organization dedicated to helping families of modest means attain the goal of homeownership.

Introduction to Microsoft PowerPoint 2007

Learn how to use Microsoft PowerPoint 2007 to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and hyperlinks. Find out how to save your presentations so you can share them with others over the Web or on CDs

This Course will be facilitated by Kathy Pelt. **Kathy Van Pelt has been involved in education for many years, teaching and assisting students with microcomputer application courses. Kathy specializes in Microsoft Office applications, the Windows operating system, and keyboarding. For the past 20 years, she has taught computer courses at a community college, teaching both in the classroom and online. She loves being in the ever-evolving educational field, and she's especially excited about the flexibility that online learning offers students.**

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LEADERSHIP AND MANAGEMENT COURSES

Business Essentials: How to Read a Financial Statement

This course covers financial reports and their meaning. You will learn the fundamentals and importance of the income statement, balance sheet, and statement of cash flows, and how they can be used to manage a business. You will also be exposed to financial (ratio) analysis.

After completing this course, you'll be able to:

- Identify and describe the documents and financial statements included in an organization's financial report
- Itemize and interpret the information in the income statement, balance sheet, statement of changes in shareholders' equity, and statement of cash flows
- Correctly state the impact of specific business activities on cash flow
- Define financial (ratio) analysis and explain its objectives and limitations
- Identify the various types and categories of financial ratios
- Perform calculations using financial ratios

Understanding HR: Performance Management

This course considers the different elements of performance management. In its broadest sense, "performance management" is what every good manager does every day: Makes sure employees know what they need to do to achieve the organization's goals, checks to make sure the employees are doing those things, praises employees for doing the right things, and uses constructive criticism when that is not the case. A formal performance management system simply makes sure all those management tasks get done consistently across an organization.

After completing this course, you should be able to:

- Explain the value of a performance management system
- Discuss the pros and cons of various types of performance management systems
- Conduct a performance management interview
- Design a performance improvement plan

The Successful Leader: Leading and Managing Change

Whether adopting new technology or adapting to a drastic shift in an organization's core focus, managers play a fundamental role in effecting changes. Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, this 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.

After completing this course, you should be able to:

- Discuss organizational change and the forms it can take
- Describe Kotter's Eight Step Process recommended for implementing change successfully
- Outline Lewin's model of change and discuss its limitations
- Identify the factors a leader or manager can employ to promote change
- Discuss the underpinnings of resistance to change and how to overcome
- Understand strategic change and mastering a changing environment

PMP® Exam Prep Course (Fourth Edition)

This completely *online and self-paced* thirteen-module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including exam taking tips, ten comprehensive module quizzes, and two full-length, 200-question practice exams covering the *PMBOK® Guide* areas of knowledge.

NOTE: As of July 1, 2009, the PMP® certification exam will align with the Fourth Edition of the *PMBOK® Guide*. This course prepares learners who plan to take the updated exam.

After completing this course, you'll be able to:

1. Understand how enterprise environmental factors and organizational process assets affect how projects can be managed
2. Explain the five stages of a project life cycle and understand how these stages can overlap in time
3. Understand how to create a project management plan with subsidiary plans for each of the knowledge areas and explain how progressive elaboration and integrated change management can keep these documents effective and relevant
4. Understand the overlapping nature of project activities and practice Project Integration Management to coordinate the various project management processes
5. Understand how a project's various baselines (including scope, cost, schedule, quality, risk, procurement, and others) are determined, planned for, and managed
6. Understand how to effectively manage human resources and communicate with all stakeholders
7. Understand the key methods used to estimate project schedule and cost at the beginning of a project and to forecast cost and schedule variances at any time during the project
8. Understand how the project management knowledge contained in the *PMBOK® Guide* can be used in practice

Note: Receive 35 PDUs/contact hours to qualify to take the PMI Project Management Professional Exam ®.

LEADERSHIP AND MANAGEMENT COURSE REGISTRATION

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CAREER TRAINING PROGRAMS

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology (360 hours)

This nationally recognized Administrative Medical Specialist (AMS) online training program with Medical Billing and Coding will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, Medical Coder, and/or Medical Office Manager.

The Medical Terminology online course for healthcare professionals introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Upon completion of this program, students will be eligible to sit for two National Healthcareers Association exams: the Certified Billing and Coding Specialist (CBCS) exam and the Certified Medical Administrative Assistant (CMAA) exam. You can take both of these exams in a dual certification track through NHA. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Upon registering, you are given an initial six months to complete the program. Should you need more time, you may request a six-month extension at no additional charge.

Personal Fitness Trainer (250 hours)

The Personal Fitness Trainer Online Training Program will give you the knowledge, skills, and abilities to implement a unique, medically based fitness model for your clients. Learn everything you'll need to know to become a confident, qualified personal trainer who clients clamor to work with. The American College of Sports Medicine has certified this curriculum, so you can trust that you're getting quality training from industry professionals.

Textbooks are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

The American College of Sports Medicine's Professional Education Committee certifies that Educational Fitness Solutions, Inc, who works with us to bring you this program, meets the criteria for official ACSM Approved Provider status from (2010 – 2013). This program is approved for 50 Continuing Education Credits through ACSM.

Upon registering, you are given an initial six months to complete the program. Should you need more time, you may request a six-month extension at no additional charge.

Digital Arts Certificate (420 hours)

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital imaging, illustration, and photography. You'll learn professional applications for Adobe Photoshop and Illustrator and vector drawing tools. Course projects include digital art studies, retouching, compositing, illustration, identity design, color matching and composition studies, photorealistic imaging, color correction, and art exhibition development.

This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Pharmacy Technician (300 hours)

Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program.

You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you'll be prepared for national certification. This program pairs students with an instructor for one-on-one assistance and may include a 40-hour externship. Please view complete details in the Description section.

All materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Event Management and Design (300 hours)

The Event Management and Design Online Training Program will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

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