

# Continuing Education



## Winter / Spring



## 2012

**800-435-1327, ext.2858**

**[www.SE.edu/conted](http://www.SE.edu/conted)**

Welcome to SE's Continuing Education!

We hope that this catalog finds you very well and excited about the Spring 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](mailto:continuingeducation@se.edu)

[www.se.edu/conted](http://www.se.edu/conted)

**PLEASE ENROLL EARLY. ANY CE CLASS MAY BE CANCELLED IF  
NOT ENOUGH PEOPLE ENROLL AT LEAST **SEVEN DAYS** PRIOR TO  
START DATE.**

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 5<sup>th</sup> 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 Jan. 15th (MLK Holiday), Mar. 19-23 (Spring Vacation), April 6th (Easter Holiday).

## 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 (WWW)

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.***

#### Scheduled Pool Closings

March 19 - 23 Spring Break

April 6<sup>th</sup> Good Friday

**PLEASE ENROLL EARLY. ANY CE CLASS MAY BE CANCELLED IF NOT ENOUGH PEOPLE ENROLL AT LEAST SEVEN DAYS PRIOR TO START DATE.**

### **MORNING WATER AEROBICS**

**Course Name: Morning Water-3X (Jan.)**      **Time:** 9:00-10:00 am  
**Course No.:** 0222-1961      **Fee:** \$79.00  
**Course Meets:** Jan. 11 – Mar. 16      (Mondays, Wednesdays, & Fridays)

**Course Name: Morning Water-3X (Mar.)**      **Time:** 9:00-10:00 am  
**Course No.:** 0222-1971      **Fee:** \$55.00  
**Course Meets:** Mar 26 – May 11      (Mondays, Wednesdays, & Fridays)

**Course Name: Morning Water-2X (Jan.)**      **Time:** 9:00-10:00 am  
**Course No.:** 0222-1981      **Fee:** \$52.00  
**Course Meets:** Jan. 11 – Mar. 16      (Tuesdays and Thursdays)

**Course Name: Morning Water-2X (Mar.)**      **Time:** 9:00-10:00 am  
**Course No.:** 0222-1991      **Fee:** \$38.50  
**Course Meets:** Mar.26 – May 11      (Tuesdays and Thursdays)

### **NOON WATER AEROBICS**

**Course Name: NOON Water (Jan.)**      **Time:** 12 Noon-1:00 pm  
**Course No.:** 0222-2001      **Fee:** \$79.00  
**Class Meets:** Jan. 11 – Mar. 16      (Mondays, Wednesdays, Fridays)

**Course Name: NOON Water (Mar.)**      **Time:** 12 Noon-1:00 pm  
**Course No.:** 0222-2011      **Fee:** \$55.00  
**Class Meets:** Mar. 26 – May 11      (Mondays, Wednesdays, Fridays)

### **WOMEN'S WELLNESS WATER WORKOUT (WWWW)**

**Course Name: WWWW-3X (Jan.)**      **Time:** 2:00-3:00 pm  
**Course No.:** 0222-2021      **Fee:** \$79.00  
**Class Meets:** Jan. 11 – Mar 16      (Mondays, Wednesdays, Fridays)

**Course Name: WWWW-3X (Mar.)**      **Time:** 2:00-3:00 pm  
**Course No.:** 0222-2031      **Fee:** \$55.00  
**Class Meets:** Mar. 26 – May 11      (Mondays, Wednesdays, Fridays)

**Course Name: WWWW-2X (Jan.)**      **Time:** 2:00-3:00 pm  
**Course No.:** 0222-2041      **Fee:** \$52.00  
**Class Meets:** Jan. 11 – Mar. 16      (Tuesdays & Thursdays)

**Course Name: WWWW-2X (Mar.)**      **Time:** 2:00-3:00 pm  
**Course No.:** 0222-2051      **Fee:** \$38.50  
**Class Meets:** Mar. 26 – May 11      (Tuesdays & Thursdays)

### **EVENING WATER AEROBICS**

**Course Name: Evening Water (Jan.)**      **Time:** 5:30-6:30 pm  
**Course No.:** 0222-2061      **Fee:** \$99.00  
**Class Meets:** Jan. 11 – Mar.16 (Mondays, Tuesdays, Wednesdays, & Thursdays)

**Course Name: Evening Water (Mar.)**      **Time:** 5:30-6:30 pm  
**Course No.:** 0222-2071      **Fee:** \$77.00  
**Class Meets:** Mar. 26 – May 11 (Mondays, Tuesdays, Wednesdays, & Thursdays)

### **EVENING LAP SWIM**

**Course Name: PM Lap Swim MW (Jan.)**      **Time:** 6:30-7:30 pm  
**Course No:** 0222-2081      **Fee:** \$52.00  
**Class Meets:** Jan. 11 – Mar. 16      (Mondays & Wednesdays)

**Course Name: PM Lap Swim MW (Mar.)**      **Time:** 6:30-7:30 pm  
**Course No:** 0222-2091      **Fee:** \$38.50  
**Class Meets:** Mar. 26 – May 11      (Mondays & Wednesdays)

**Course Name: PM Lap Swim TT (Jan.)**      **Time:** 6:30-7:30 pm  
**Course No.:** 0222-2101      **Fee:** \$52.00  
**Class Meets:** Jan 11 – Mar. 16      (Tuesdays & Thursdays)

**Course Name: PM Lap Swim TT (Mar.)**      **Time:** 6:30-7:30 pm  
**Course No.:** 0222-2111      **Fee:** \$38.50  
**Class Meets:** Mar. 26 – May 11      (Tuesdays & Thursdays)

### **AFTERNOON LAP SWIM**

**Course Name: Afternoon Lap Swim 3X (Jan.)** **Time:** 1:00-2:00 pm  
**Course No.:** 0222-2121      **Fee:** \$79.00  
**Class Meets:** Jan. 11 – Mar. 16      (Mondays, Wednesdays, Fridays)

**Course Name: Afternoon Lap Swim 3X (Mar.)** **Time:** 1:00-2:00 pm  
**Course No.:** 0222-2131      **Fee:** \$55.00  
**Class Meets:** Mar. 26 – May 11      (Mondays, Wednesdays, Fridays)

**Course Name: Afternoon Lap Swim 2X (Jan.)** **Time:** 1:00-2:00 pm  
**Course No.:** 0222-2141      **Fee:** \$52.00  
**Class Meets:** Jan. 11 – Mar. 16      (Tuesdays & Thursdays)

**Course Name: Afternoon Lap Swim 2X (Mar.)** **Time:** 1:00-2:00 pm  
**Course No.:** 0222-2151      **Fee:** \$38.50  
**Class Meets:** Mar. 26 – May 11      (Tuesdays & Thursdays)

### **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 (Jan.)**      **Time:** 10:10-11:10 am  
**Course No.:** 0222-2161      **Fee:** \$79.00  
**Class Meets:** Jan. 11 – Mar. 16      (Monday, Wednesdays, & Fridays)

**Course Name: AFAP 3X (Mar.)**      **Time:** 10:10-11:10 am  
**Course No.:** 0222-2171      **Fee:** \$55.00  
**Class Meets:** Mar. 26 – May 11      (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 #:** 0202-4612      **Date(s):** Feb. 11      **Time:** 9:00 am - 6:00 pm  
**Instructor:** Brandi Burkhalter      **Location:** HP 228      **Cost:** \$40

**HOW TO BECOME A LIFEGUARD** This advanced lifesaving course is required for anyone who plans to apply for a position as a lifeguard at a public pool, private club, or camp. All students must be 15 years of age or older, in good physical health, able to swim 500 yards, and tread water for two minutes. Participants will learn how to do CPR for the Professional Rescuer, operate the Automated External Defibrillator, and conduct oxygen administration. A pre-test will be administered during the first class period and participants will be expected to swim to determine ability to meet class requirements. Texts and materials are included with course fee.

**Course #:** 0202-4622 **Time:** Fridays: 5:30 pm - 10:00 pm **Date(s):** Mar. 2, 3, 4, 9, 10, 11  
Saturdays: 9:00 am - 6:00 pm Sundays: 1:00 pm - 6:00 pm **Instructor:** Brandi Burkhalter  
**Cost:** \$180

**WATER SAFETY INSTRUCTOR** Upon successful completion of this class you will have the certification necessary to teach ARC Learn to Swim programs. Individuals must be 17 years or older. Pre-test required first night, so be prepared to swim. Textbook and materials are included with course fee. **Course #:** 0202-4632

**Time:** Fridays: 5:30 pm - 10:00 pm **Date(s):** April 13, 14, 15, 20, 21, 22 Saturdays: 9:00 am - 6:00 pm Sundays: 1:00 pm - 6:00 pm **Instructor:** Brandi Burkhalter **Cost:** \$180

### **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. **Deadline to enroll is February 20th**

### **In support of the April 2012 ACT test dates**

**Course #:** 0215-2800      **Date(s):** February 26, March 4 & 11(Sun)      **Time:** 1:00 pm - 4:30pm  
**Instructor:** Kathy Moore      **Location:** UC215      **Cost:** \$80

### **In support of the June 2012 ACT test dates Deadline to enroll is May 14th**

**Course #:** 0215-2810      **Date(s):** May 20, 27 & June 3rd (Sun)      **Time:** 1:00 pm - 4:30 pm  
**Instructor:** Kathy Moore      **Location:** UC215      **Cost:** \$80

### **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. **Deadline to enroll is January 16th**

**Course #:** 0215-2820      **Time & Date(s):** Jan 21<sup>st</sup>-Feb 4<sup>th</sup>, & April 14<sup>th</sup>-April 28: 10am-Noon  
**Instructor:** Robert Ostman      **Location:** VA124      **Cost:** \$90 per pair

## **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.

### **Deadline to enroll is January 13th**

**Course #:** 0215-2830      **Time:** 6:00 pm - 8:00 pm  
**Date(s):** January 19<sup>th</sup> – February 23<sup>rd</sup> (Thursdays)      **Location:** VA124  
**Instructor:** Robert Ostman      **Cost:** \$90

**\*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!

### **Deadline to enroll is February 24th**

**Course #:** 0215-2840 **Time:** 6:00 pm - 8:00 pm  
**Date(s):** March 1<sup>st</sup> and 8<sup>th</sup> then March 29 through April 19<sup>th</sup> **Location:** VA124 (Thursday)  
**Instructor:** Robert Ostman **Cost:** \$90  
**\*Supplies required for Ceramics class:** 25lbs Clay; will be available for \$15 from the Visual Arts and Ceramics Organization at the first class meeting.

## **PREPARING FOR COLLEGE \$\$\$ - 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

### **Deadline to enroll is March 9th**

**Course #:** 0215-2850 **Time:** 6:30 pm - 8:30 pm  
**Date(s):** March 16 (Friday) **Location:** UC215  
**Instructor:** Leah Anne Brooks, Landmark Investments **Cost:** \$45

## **HOW TO SURVIVE THE ECONOMIC CRISIS**

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. **Deadline to enroll is April 6th**

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

**Course #:** 0215-2860 **Time:** 6:30 pm - 8:00 pm  
**Date(s):** April 13, 20, 27 (Friday) **Location:** UC215  
**Instructor:** Leah Anne Brooks, Landmark Investments **Cost:** \$55

**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. **Deadline to enroll is April 9th**

**Course #:** 0215-2870 **Time:** 6:30 pm - 8:30 pm  
**Date(s):** April 16, 23, 30 **Location:** Magnolia Room  
**Instructor:** Kaaren Teuber **Cost:** \$80 (Single) \$120 (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. **Deadline to enroll is January 6th**

### **Boot Camp Session 1:**

**Course #:** 0215-2880 **Time:** 6:00 am - 6:45 am  
**Date(s):** Jan 11 – Feb 23 (Mon, Wed & Thur) **Location:** TBD  
**Instructor:** Julie Simeroth **Cost:** \$90 (20 sessions)

### **Boot Camp Session 2: Deadline to enroll is February 24th**

**Course #:** 0215-2890 **Time:** 6:00 am - 6:45 am  
**Date(s):** Mar. 1 – May 3 (Mon, Wed & Thur) **Location:** Student Union Gym  
**Instructor:** Julie Simeroth **Cost:** \$99 (25 sessions)  
*\*no class March 19, 21, 22 (Spring Break)*

## **YOGA**

Yoga class will provide you an opportunity for a wonderful, invigorating, low impact workout designed to make you look and feel great. Yoga is about more than just stretching – it is really about developing strength, flexibility, and focus. The class focuses purely on the physical benefits of yoga, which include improved flexibility, strength, muscle tone, balance, circulation, posture, and the ability to handle stress. Yoga is appropriate for all fitness levels, from beginner to advanced, because modifications are provided. **Equipment Required:** Yoga sticky mat, comfortable clothing.

### **YOGA SESSION I: DEADLINE TO ENROLL IS JANUARY 10TH**

**Course#:** 0215-2900 **Time:** 8:45am – 9:15am  
**Date(s):** Jan 17 – Mar 6 (Tues & Thurs) **Location:** Student Union 323  
**Instructor:** Julie Simeroth **Cost:** \$65

### **Yoga Session II: Deadline to enroll is March 6th**

**Course#:** 0215-2910 **Time:** 8:45am – 9:15am  
**Date(s):** Mar 13 – May 8 (Tues & Thurs) **Location:** Student Union 323  
**Instructor:** Julie Simeroth **Cost:** \$65



**Computers for the Clueless:**

You can't look around these days without noticing computers. They line the walls of schools, libraries, hospitals, offices, stores, and governmental agencies. We see them on television. People even carry them around! Computers have become a daily presence in our lives even for those of us who have not used one before. This class is targeted at beginning computer users. Class will provide basic instruction from turning the computer on, to using the mouse, to performing basic computer tasks. **Deadline to enroll is March 28th**

**Course#:** 0215-2960

**Date(s):** April 4, 11, 18, 25 (Wed.)

**Instructor:** Claudinia Roman

**Time:** 6:00pm – 8:00pm

**Location:** Russell 115

**Cost:** \$50

**Mommy & Me:** You've survived 9 months of pregnancy. You've made it through the excitement of labor and delivery, and now you're ready to head home and begin life with your baby. Once home, though, you frantically realize you have no idea what you're doing! Brushing up on these tips can help first-time parents feel confident about caring for a newborn in no time. **Deadline to enroll is March 26th**

**Course#:** 0215-2970

**Date(s):** April 2, 9, 16, (Monday)

**Instructor:** Christine McClour

**Time:** 6:00 p.m.

**Location:** UC 215

**Cost:** \$50

**Preventing Violence in the Workplace:**

*Working safely may get old, but so do those who practice it.*

Understanding how you can assess and intervene to prevent potentially violent situations, manage and monitor at-risk individuals, and begin to develop workplace threat-assessment teams and violence prevention programs that are both successful as well as mitigate liabilities. This seminar is intended for anyone in the workforce. **Deadline to enroll is April 4th**

**Course#:** 0215-2980

**Date(s):** April 11

**Instructor:** Richard Braley

**Time:** 6:00 p.m. – 7:00 p.m.

**Location:** UC 215

**Cost:** \$50

**English as A Second Language:**

Beginning-level academic/professional reading and comprehension skills and strategies for students whose first or primary language is not English. Emphasizes skills/strategies to improve reading comprehension and speed, expand vocabulary and use reference resources. Course does not count toward GPA/graduation and is non-transferable.

**Deadline to enroll is January 18th**

**Course#:** 0215-2990

**Date(s):** Jan.25, 26, 31, Feb. 2<sup>nd</sup>  
(Wed. & Thur.)

**Instructor:** Betty Acevedo

**Time:** 7:00 p.m. – 9:00 p.m.

**Location:** UC 215

**Cost:** \$75





*Self Defense & Safety for Teens (continued):*

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.

**Deadline to enroll is February 21st**

**Self Defense & Safety for Teens:**

**Course #:** 0215-3080                      **Time:** 7:45pm – 9:00pm  
**Date(s):** Feb. 28, Mar. 6 & 13              **Location:** UC215  
**Instructor:** Amy Wingfield              **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 bookstore of your choice.

**Conflict Resolution:**

Conflict happens in every facet of our daily lives. From the workplace to our homes, we must constantly seek to manage and resolve disputes and disagreements. This course will arm you with the proper tools and skills to most effectively manage these conflicts to promote an environment of harmony and to get the best results from situations in which conflict arises. Inherent in this discussion are multiple areas of interpersonal communication and persuasion, including listening, perception, verbal messages, nonverbal messages, relationship deterioration, relationship repair, and viewing argument as a collaborative process. This course will also briefly discuss the role of alternative dispute resolution in the American justice system. **Deadline to enroll is March 16th**

**Course#:** 0215-3090                      **Time:** 6:00pm – 7:30pm  
**Date(s):** March 27 – April 24<sup>th</sup> (Tues.)              **Location:** UC 215  
**Instructor:** Lacinda Brese              **Cost:** \$75

**Good Natured Gardening:**

Do you dream of having a garden, but feel you don't have time? In this class you will learn various gardening approaches which will satisfy your inner gardener and produce results in less time. Whether you are a beginner or an advanced gardener you will reap the benefits of lasagna, square foot, cinder block, and other easy gardening methods.

Jane McMillan is the Director of SE Counseling Center, is a 7-year member of the Bryan County Master Gardeners, and has completed training as a Horticultural Therapist.

**Deadline to enroll is January 26th**

**Course#:** 0215-4000                      **Time:** 1:00pm – 4:00pm  
**Date(s):** February 4, 2012 (Sat.)              **Location:** UC 215  
**Instructor:** Jane McMillan              **Cost:** \$45



## **PROFESSIONAL DEVELOPMENT**

### **Motivational Interviewing Workshop**

*Motivational Interviewing* (MI) is an effective model of intervention assisting clients facing needed change. It has been used within diverse practice settings such as health care, child welfare, domestic violence, and corrections. This workshop provides an introduction to MI and explores its applicability in a variety of practice settings.

Steven P. Wells has been involved with family and children services since 1976 as a child welfare worker, family mediator, foster parent trainer, group counselor, and university professor. His interests include child sexual abuse, foster parent training, family mediation, child welfare pre-service and in-service training, and children with disabilities and their families. Dr. Wells earned a masters degree in social work in 1985, and is a Licensed Clinical Social Worker in Oklahoma. He earned a doctorate in 2006 specializing in early childhood education, and conducted his dissertation research on the topic of foster parent involvement in the education of children in foster care. He currently serves as a clinical assistant professor at the University of Oklahoma School of Social Work and holds the position of Undergraduate Program Coordinator. In this role, he teaches courses in social work practice, human behavior, and child sexual abuse. Dr. Wells is married to a social worker and is the parent of four children. In 2008, Dr. Wells was one of several recipients of the "Champions of Children Award" given by The Foster Care Association of Oklahoma, Inc.

### **Deadline to enroll is April 13th**

**Course#:** 0202-4652

**Time:** 8:00am – 5:00pm

**Date(s):** April 20 (Friday)

**Location:** SE Ballroom

**Instructor:** Dr. Steven P. Wells Ph.D.

**Cost:** \$120

# 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
- ◆ The Two online CDA courses are \$269 each 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](http://www.se.edu/conted)**

The following are online classes provided by SE as a service to our community.

These online classes are not-for-credit courses and are not offered by SE Faculty, but by Ed2Go, a company specializing in online coursework. Many of these courses do offer certification for a particular subject, but may not necessarily lead to gainful employment. Financial Aid is not available through SE for the courses listed. ***You must register and pay Ed2Go online for these online***

***courses.*** *Southeastern Oklahoma State University does not guarantee any person a job or job search assistance before, during or after taking any of the courses listed in this catalog, whether the course is online or face-to-face. Below is a partial list of courses that may (or may not) be offered at any given time.*

## 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.**

### **More than 300 other personal development and technology online**

**courses with** Instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Most courses run for six weeks with new course sessions beginning monthly. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

*You can complete any course entirely from your home or office – any time day or night!*

*Courses listed in this catalog are subject to change and/or may be cancelled at anytime.*

More courses available at our online instruction center  
[www.ed2go.com/sosuconted](http://www.ed2go.com/sosuconted)

## **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**

**For more information and to register, visit: [www.se.edu/conted](http://www.se.edu/conted)  
Select Leadership and Management under Online Courses**

**Improve the Critical Skills you Need in Today's Knowledge Economy with  
Convenient, Self-Study Online Education**

Southeastern Oklahoma State University Continuing Education Department, through our partnership with Ed2Go, is pleased to offer a series of self-paced, online courses that enable professionals to become more effective, productive and strategic contributors to their company's goals. These professional development courses have been developed by business school professors, industry professionals and subject matter experts, and are designed to enhance skills in **Leadership, Finance, Management, Business Communications, Strategy, Critical Thinking, Human Resources, Non-Profit Management, Project Management, Creativity and more.**

### **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.

## Career Training Program Registration

*Online learning anytime, anywhere...just a click away!*

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at anytime and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development

For more information and to register visit: <http://www.se.edu/conted>  
**Select Career Training under Online Courses.**

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Office of Continuing Education at SE.**