Belt buckle by Nicholas G. Cunningham

Semester Art Course - Metalsmithing

The Center for Continuing Education

MSU TEXAS

FALL 2017
The Center for Continuing Education offers quality, diverse learning experiences for members of the community who wish to access the resources of the university in nontraditional ways. We offer a variety of enrichment courses, online development, and Continuing Education Units (CEUs). The Center facilitates the public service mission of Midwestern State University through extension of Center resources to audiences other than students enrolled for resident credit. The Center’s functions and programs include:

- **Continuing Education or Mini-courses** - non-credit short courses offered to the general public for topics such as art, computer, dance, language, and online certification courses.

- **Community Enrichment Events** - non-credit special events including guest speakers, collections, presentations, film series, and special interest trips.

- **Continuing Education Units (CEUs)** - CEUs are beneficial if you need a record of non-degree learning experiences. Employers and professional associations increasingly recognize the CEU as a means of measuring substantive in-service education and training as well as serving to fulfill re-certification requirements. *CEUs do not count toward a degree.* Midwestern State University awards CEUs as appropriate for participation in conferences, seminars, workshops, and short courses. Participants would include healthcare and social service professionals, real estate agents, and others. One CEU is equivalent to ten contact hours.

- **Professional Development** - Conferences are scheduled throughout the year for professional groups to provide CE hours or re-certification. CE hours awarded that conform to board standards and requirements would include professions such as CPAs, social workers, licensed counselors, and real estate agents.

**Registration and Payment Information**

- **By computer** - Enroll online at [www.mwsu.edu/conted](http://www.mwsu.edu/conted).
- **By fax** - Save or print a copy of the text-only registration form and fax it to 940-397-4052.
- **By mail** - Save or print a copy of the text-only registration form and mail it to Continuing Education, 3410 Taft Blvd., Wichita Falls, Texas 76308 if you are paying by check or money order.
- **In person** - Enroll at 3410 Taft Blvd., second floor of Hardin Administration Building North, Room 218, Monday-Friday, 8 a.m.-5 p.m.

**Cancellations**

The Center for Continuing Education reserves the right to cancel any activities because of insufficient enrollment or administrative reasons. If the Center for Continuing Education cancels a course, a full refund will be issued. Every effort is made to contact participants if an activity is cancelled.

**Equal Opportunity Employer/American Disabilities Act** - Midwestern State University is an affirmative action/equal opportunity educational institution and employer. Its students are selected and/or assigned without regard to their race, age, color, gender, religion, national origin, or disability consistent with Titles IV, VI and VII of the Civil Rights Act of 1964, Titles IV and IX of the Higher Education Act as amended by Executive Order 11375, Section 504, Rehabilitation Act of 1973 PL-93-112, and Americans with Disabilities Act of 1990.
SPECIAL EVENTS

The Center for Continuing Education will sponsor the following enrichment events for the community throughout the year. These events are designed to showcase local and regional speakers, presentations, exhibits, and tours.

SPEAKERS & ISSUES SERIES
Established in 2001 by John Hirschi and Dr. Charles Olson, The Speakers & Issues Series features a wide variety of public speakers and academicians. The Series’ guests address a broad spectrum of creative, historical, political, and scientific topics while appealing to both an academic and community-wide audience. For more information contact Greg Giddings at 940-397-4476 or visit www.mwsu.edu/sis.

REAL ESTATE
MSU’s Center for Continuing Education has partnered with State Continuing Education, The CE Source, to offer online courses to business professionals including on-demand access to pre-license courses for real estate professionals. The high quality courses are designed to meet your individual needs at an affordable cost and are offered online or by mail.

Course materials and exams can be viewed, printed, and completed online. Certificates of completion can be printed from the website, and results are reported to Texas Real Estate Commission (TREC). An express grading service for those who need certificates of completion within 24 hours is also available. All completed course records are maintained for a period of five years.

If you have questions, please call MSU Continuing Education at 940-397-4307. You can register and order your courses online at www.cesource.com/mwsu or call toll free at 800-943-5573.

SAE Courses and Pre-License Courses
- Principles of Real Estate I & II 2015 (Mandatory Core)
- Texas Law of Agency 2015 (Mandatory Core)
- Law of Contracts (Mandatory Core)
- Promulgated Contracts Forms (Mandatory Core)
- Real Estate Finance (Mandatory Core)
- Real Estate Appraisal (Core)
- Property Management (Core)
- Real Estate Investments (Core)
- Texas State Exam Prep (Book Only)
- Texas Real Estate (in association with MSU) TREC 0304/0209

MCE Courses
- Legal Update I
- Legal Update II
- Broker Responsibility
- Real Estate Basics
- Real Estate Overview
- Essential Real Estate Concepts
- Understanding Real Estate Math
- Understanding Commercial Real Estate
COURSES OFFERED

SEMESTER ART COURSES

The Juanita and Ralph Harvey School of Visual Arts at Midwestern State University is pleased to offer a number of non-credit studio courses through Continuing Education. These classes will offer you the opportunity to participate in the studio class of your choosing at your own skill level. You will study with the department's professional full-time faculty and have access to the facilities of the Fain Fine Arts Center. Each class is an 84-hour semester session. Courses run as a 3-hour studio session, two times a week. The number of enrollment spaces available will be determined by the number of degree seeking students enrolled in the course.

First day class attendance is required. CEU certificate awarded with 80% attendance and upon request. Tuition: $300 for 1 studio class, $600 for 2 studio classes. Full tuition is due before the second class session. Fees are non-refundable after the second week of classes. Material costs are based on credit hour estimates - these do not necessarily reflect Continuing Education student cost. Continuing Education refund policies will apply to all studio art classes.

**Studio Classes**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of World Art: Survey I</td>
<td>T/TH</td>
<td>5-6:20 p.m.</td>
<td>08/29 - 12/07/17</td>
<td>Dr. Ann Marie Leimer</td>
</tr>
<tr>
<td>Metallurgy</td>
<td>M/W</td>
<td>5:30-8:20 p.m.</td>
<td>08/28 - 12/06/17</td>
<td>Suguru Hiraide</td>
</tr>
<tr>
<td>Photography</td>
<td>M/W</td>
<td>9-11:50 a.m.</td>
<td>08/28 - 12/06/17</td>
<td>Gary Goldberg</td>
</tr>
<tr>
<td>Printmaking</td>
<td>M/W</td>
<td>5-7:50 p.m.</td>
<td>08/28 - 12/07/17</td>
<td>Catherine Prose</td>
</tr>
<tr>
<td>Sculpture</td>
<td>T/TH</td>
<td>2-4:50 p.m.</td>
<td>08/29 - 12/06/17</td>
<td>Suguru Hiraide</td>
</tr>
</tbody>
</table>

• **Art Evening Classes**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramics, Handbuilding</td>
<td>Mon.</td>
<td>6-9 p.m.</td>
<td>08/28 - 12/04/17</td>
<td>Pam Moller</td>
</tr>
<tr>
<td>Ceramics, Wheelthrowing</td>
<td>Mon.</td>
<td>6-9 p.m.</td>
<td>08/28 - 12/04/17</td>
<td>Steve Hilton and Alberto Lopez</td>
</tr>
<tr>
<td>Metallurgy/Jewelry</td>
<td>Thur.</td>
<td>6-9 p.m.</td>
<td>09/07 - 12/07/17</td>
<td>Nicholas G. Cunningham</td>
</tr>
<tr>
<td>Welding/Steel Fabrication</td>
<td>Tues.</td>
<td>6-9 p.m.</td>
<td>09/05 - 12/07/17</td>
<td>Suguru Hiraide</td>
</tr>
</tbody>
</table>

• **Mosaic Glass**

Create a one-of-a-kind piece of artwork to enjoy for years and learn the techniques to complete many more. Beauty is not necessarily about perfection with the medium of mosaic. By taking individual fragments, we will combine them in such a way to reveal a rich tapestry for the senses. Many patterns to choose from and all supplies provided.

<table>
<thead>
<tr>
<th>Mosaic Glass</th>
<th>Sat.</th>
<th>10 a.m.-2 p.m.</th>
<th>09/16 &amp; 09/23/17</th>
<th>3 sessions</th>
<th>$100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2-5 p.m.</td>
<td>09/30/17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• **Stained Glass**

Suitable for all levels of students wanting to learn the age old Tiffany Copper Foil method of creating stained glass projects. Instructor Cindy Cummins has over 13 years experience creating glass windows and teaching classes. We will have several projects to choose from. The cost of the class includes all supplies and equipment necessary to make a beginner project. Students must be at least 15 and all under 18 must be accompanied by an adult taking the class.

| Holiday Theme Stained Glass | Sat. | 10 a.m.-2 p.m. | 12/02 - 12/16/17 | 3 sessions | $100 |

• **Photography**

Taught by Bradley Wilson, Ph.D. Learn how to take great pictures with your camera, iPad, or iPhone with this fun class.

| Making the most of your point-and-shoot | Mon. | 6-8:30 p.m. | 10/02 - 10/23/17 | 4 sessions | $80 |

mwsu.edu
**Computer Courses**

Our computer instructor is Stuart Halverson. Many of our computer courses are scheduled on an “as needed” basis. If you require a course that is not listed or need an additional date, please call us at 940-397-4307.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days, Times</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer, Basic</td>
<td>Tues. 6-8 p.m.</td>
<td>09/05 &amp; 09/12/17</td>
<td>2</td>
<td>$65</td>
</tr>
<tr>
<td>Excel, Beginning</td>
<td>Thur. 6-8 p.m.</td>
<td>10/12 &amp; 10/19/17</td>
<td>2</td>
<td>$82</td>
</tr>
<tr>
<td>Excel, Intermediate</td>
<td>Thur. 6-8 p.m.</td>
<td>11/09 &amp; 11/16/17</td>
<td>2</td>
<td>$82</td>
</tr>
<tr>
<td>MS Word, Intro</td>
<td>Thur. 6-8 p.m.</td>
<td>09/21 &amp; 09/28/17</td>
<td>2</td>
<td>$65</td>
</tr>
<tr>
<td>PowerPoint, Intro</td>
<td>Tues. 6-8 p.m.</td>
<td>10/03 &amp; 10/10/17</td>
<td>2</td>
<td>$82</td>
</tr>
</tbody>
</table>

**Computer Courses for Seniors**

Basic computer skills for seniors. Learn how to organize your files, save pictures, surf the web, email with attachments, and much more in this specialized class.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days, Times</th>
<th>Date</th>
<th>Session</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers for Seniors</td>
<td>Tues. 10-11:30 a.m.</td>
<td>10/03/17</td>
<td>1</td>
<td>$25</td>
</tr>
</tbody>
</table>

Social Media for Seniors: Discover how you can connect with family and old friends through different avenues of social media. Learn the basic pros and cons of Facebook, Messenger, Instagram and Twitter, and receive a road map to set up the accounts you want.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days, Times</th>
<th>Date</th>
<th>Session</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media for Seniors</td>
<td>Thur. 10-11:30 a.m.</td>
<td>10/12/17</td>
<td>1</td>
<td>$25</td>
</tr>
</tbody>
</table>

Understanding Your iPhone/iPad for Seniors: An introduction to the iPad and iPhone. Tips, tricks, and hints on how to get the most out of your Apple product.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days, Times</th>
<th>Date</th>
<th>Session</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPhone/iPad for Seniors</td>
<td>Wed. 10-11:30 a.m.</td>
<td>10/18/17</td>
<td>1</td>
<td>$25</td>
</tr>
</tbody>
</table>

**eBay Basics**

Learn the basics of selling and buying on eBay from a former Top Rated Seller and PowerSeller to give you the tools you need to navigate eBay and make money and save it as well.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days, Times</th>
<th>Date</th>
<th>Session</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBay Basics</td>
<td>Tues. 6-8:30 p.m.</td>
<td>09/26/2017</td>
<td>1</td>
<td>$40</td>
</tr>
</tbody>
</table>

**Languages**

This is a wonderful class if you want to begin learning to communicate using sign language. American Sign Language will be taught by our certified instructor, Melinda Nelson.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days, Times</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Language, Beginning</td>
<td>Tues. 6-7:30 p.m.</td>
<td>09/05 - 10/24/17</td>
<td>8</td>
<td>$80</td>
</tr>
<tr>
<td>Sign Language, Intermediate</td>
<td>Tues. 7:30-9 p.m.</td>
<td>09/05 - 10/24/17</td>
<td>8</td>
<td>$80</td>
</tr>
</tbody>
</table>

Learn the basics of communicating in Spanish with instructor, Silvia Honkomp. This class will teach you the basics to speak and understand the Spanish language.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days, Times</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish, Beginning</td>
<td>M/W 5:30-6:30 p.m.</td>
<td>09/11 - 10/04/17</td>
<td>8</td>
<td>$80</td>
</tr>
</tbody>
</table>

If you have taken a beginning Spanish class and loved it, you will be ready for our Spanish/Intermediate class with instructor, Silvia Honkomp. You will gain more knowledge and feel comfortable when communicating in Spanish.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish, Intermediate</td>
<td>M/W 5:30-6:30 p.m.</td>
<td>10/09 - 11/01/17</td>
<td>8</td>
<td>$80</td>
</tr>
</tbody>
</table>

**Repurposed Yard & Garden Decor**

Bring your friends and join us to make different repurposed yard, fence, or garden decoration every month. You will make a one-of-a-kind decoration to adorn your outside space or to give to a special friend. All supplies are included. **Price depending on project.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days, Times</th>
<th>Date</th>
<th>Session</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yard Decor</td>
<td>Tues. 5:30-7 p.m.</td>
<td>09/05/2017</td>
<td>1</td>
<td>$25-40**</td>
</tr>
<tr>
<td>Yard Decor</td>
<td>Thur. 5:30-7 p.m.</td>
<td>10/05/2017</td>
<td>1</td>
<td>$25-40**</td>
</tr>
<tr>
<td>Yard Decor</td>
<td>Tues. 5:30-7 p.m.</td>
<td>11/07/2017</td>
<td>1</td>
<td>$25-40**</td>
</tr>
</tbody>
</table>
The Center for Continuing Education at MSU, in partnership with Ed2Go, offers online, self-paced, open enrollment certificate programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Programs are designed by a team of professionals, providing you with effective web-based learning programs. For a full program catalog visit http://careertraining.ed2go.com/msuconted.

### Art and Design
- Certified Residential Interior Designer: $1,995
- *Event Management and Design* $1,995
- Graphic Design w/Photoshop CS5 Training: $1,995
- 3ds max: $1,695

### Business
- Administrative Professional: $695
- Admin. Professional w/ Microsoft Office 2016 Master: $1,995
- Grant Writing: $2,295
- Human Resources Professional: $1,795
- Lean Mastery: $1,895
- Management Training: $2,295
- Mastering Project Mgmt. w/ Microsoft Project 2010: $1,695
- Payroll Practice and Management: $1,795
- Certified Bookkeeper: $1,995
- Certified Family Mediator: $3,495
- Purchasing and Supply Chain Management: $2,295
- Records Management Certificate: $2,295
- Six Sigma Black Belt: $2,695
- Certified Healthcare and Eldercare Mediator: $3,495
- Start Your Own Business: $1,895
- Complete Project Manager w/Microsoft Project 2016: $2,795

### Computer Programming
- UNIX Administration Basics: $695
- CompTIA Linux+ and Unix Training: $1,695
- Oracle SQL and PL/SQL Developer: $2,595
  + Java Programmer
- Web Applications Developer: $2,395
- Mobile and Desktop Developer: $2,995
- Web Developer: $2,295
- Webmaster: $1,995

### Health and Fitness
- CBCS Certified Medical Admin. Assistant w/ Medical Billing & Coding: $2,695
- Activity Director: $695
- Advanced Coding for the Physician's Office: $1,595
- Certified Outpatient Coder: $1,995
- Clinical Dental Assistant: $1,995
- ICD-10 Medical Coding: $1,795
- Medical Terminology: $795
- Optician Certification Training: $1,895

### Hospitality
- Certified Global Business Professional: $2,495
- Payroll Practice and Management: $1,795
- Court Interpreter (Spanish/English): $2,395
- Retail Customer Skills Training: $850
- Preston Bailey's Fundamentals of Floral Design: $1,695
- Event Management and Design: $1,995
- Preston Bailey's Signature Wedding & Event Design: $1,795
- Travel Agent Training: $1,795
- Start Your Own Business: $1,895

### Information Technology
- CCNA: Security: $1,695
- Comp TIA A+ with ITIL Foundation: $2,495
- CCNA: Collaboration: $1,695
- CCNA: Routing and Switching: $2,195

### Legal
- Certified Family Mediator: $3,895
- Certified Mediator and Arbitrator: $3,495
- Legal Secretary: $2,295
- Paralegal: $1,995

### Instructor-led Short Courses
If you aren't looking for a full certificate program, we also offer individual personal enrichment/career development courses. Each course is instructor-led so you'll always have an expert to answer your questions. These highly interactive courses are six to eight weeks long and composed of 12 lessons representing 24 hours of instruction. Courses range from continuing professional education to personal development. Visit www.ed2go.com/msuconted for more information and to enroll. Over 300 courses cover topics including:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

### JER Online - Career Track Training
Our program features high-quality instructor-led and self-directed online courses and certificates. Enroll today or choose from a fixed start date. MSU Continuing Education in association with JER Group, Inc. now offers ACLS/PALS/BLS certification courses. For more information visit www.mwsu.edu/conted/olinetraining.

**Life Support Certification Courses**
- Advanced Cardiac Life Support (ACLS) Certification
- Advanced Cardiac Life Support (ACLS) Recertification
- Basic Life Support (BLS) Certification
- Basic Life Support (BLS) Recertification
- Pediatric Advanced Life Support (PALS) Certification
- Pediatric Advanced Life Support (PALS) Recertification
These topics are intended to help you meet the continuing education requirements in your professional field while enhancing your knowledge and skills in your area of expertise. These workshops and single events are designed for professionals working in the fields of counseling, corrections, education, social work, protective services, healthcare, ministry, law enforcement, and other occupations.

- **North Texas Regional Training Conference**  
  *April 3-5, 2018*  
  A multi-disciplinary conference designed to meet the continuing education needs of professionals in the areas of mental health, family and protective services, foster parenting, juvenile probation services, adult probation services, criminal justice, addiction counseling, and social work. This conference has been held annually since 1983. The full conference offers 20 contact hours and is held each spring at MSU in the Clark Student Center. To request a conference brochure call 940-397-4307.

- **Texas Society of Certified Public Accountants: CPEs for CPAs**  
  Midwestern State University partners with the Texas Society of Certified Public Accountants in offering seminars once a month during most months. Call 800-428-0272 for more information.

- **Additional Seminars and Teleconferences**  
  Scheduled annually for Harlan Steph Conference (May 2018), Speak Up – Speak Out (May 2018), Autism, Women’s Week (July 2018), Health & Human Services, and others.

- **Real Estate**  
  MSU’s Center for Continuing Education has partnered with State Continuing Education, The CE Source, to offer online courses to business professionals including on-demand access to pre-license courses for real estate professionals. The high quality courses are designed to meet your individual needs at an affordable cost and are offered online or by mail.

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  If you have questions, please call MSU Continuing Education at 940-397-4307. See page three for our course list or you can register and order courses online at [www.cesource.com/mwsu](http://www.cesource.com/mwsu) or call toll free at 800-943-5573.

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**INTENSIVE ENGLISH LANGUAGE INSTITUTE**

Why Can’t They Understand Me?  
“Pronunciation Techniques to Make Yourself Understood in the U.S.”

Culture To Go!

THEA Reading Preparation

IELI offers the following year-round ESL classes:  
Reading ◆ Listening ◆ Speaking ◆ Grammar ◆ Composition

*For information about these programs, contact IELI at ieli@mwsu.edu or 940-397-4609.*
**NONPROFIT MANAGEMENT CERTIFICATE**

**The Nonprofit Management Certificate** program is a series of seven full-day sessions that provide in-depth instruction on the key components of the operations of nonprofit organizations. A mix of theory and practice, the series addresses the scope of the nonprofit sector, governing, leading and managing, resource acquisition, outcomes evaluation, risk management and legal, and marketing. As a cohort, students learn together what it takes to operate a human service organization in rapidly changing environments.

Costs are $100 per class or $700 for the complete 7-series certificate program. This cost will include lunch, materials, and books. Classes are held monthly on Tuesdays from 9 a.m.-5 p.m. at the Wichita Falls Museum of Art at MSU.

**Session 1: Understanding the Nonprofit Sector, Organizations, and Strategic Planning**  
**September 12, 2017**

Explore nonprofit management as a profession and field of study. Better understand the sector as an industry, its beginnings, and potential. Learn the theories most relevant to the management and practice of nonprofit organizations. Examine strategic planning as a discipline of successful organizations.

**Session 2: Program Planning, Evaluation and Outcomes**  
**October 3, 2017**

Address the programmatic component of nonprofit operations, detailing how activities of the organization provide the vehicle for delivering on the agency’s mission, along with how to measure outcomes and communicate your impact.

**Session 3: Nonprofit Human Resources & Managing Volunteers**  
**November 14, 2017**

Gain an understanding of HR policies and procedures, benefits and compensation, and hiring processes that are unique to nonprofits. Learn about managing volunteers and giving them a meaningful experience.

We will skip December and begin again in January 2018 with Session 4.

Completion of all seven courses can be included for a maximum of 45.5 continuing education contact hours. Participants may earn .70 CEUs for each class completed, along with a certificate of completion awarded by Midwestern State University’s Center for Continuing Education, The Priddy Foundation, and the Center for Nonprofit Management, Dallas. The intensive, instructor-led classes offer exceptional value for seasoned and novice nonprofit professionals alike. For more information on the Nonprofit Management Certificate call 940-397-4307. To register for courses online, go to www.CNMconnect.org/npmc.aspx.