SPRING 2020
Featured Course - Stained Glass

The Center for
CONTINUING EDUCATION

MSU TEXAS
MIDWESTERN STATE UNIVERSITY
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, and presentations.

- **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** - Teleconferences 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**

**ONLINE**  Visit [msutexas.edu/conted](http://msutexas.edu/conted) and enroll using the online registration form.

**PHONE**  Call 940-397-4307, 8 a.m.-5 p.m. Monday-Friday to register.

**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.

**WALK-IN**  Enroll in person 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.
The Center for Continuing Education will sponsor the following enrichment events for the community throughout the year.

• MEDICAL BILLING AND CODING CERTIFICATION

CBCS Medical Billing and Coding

CBCS Medical Billing and Coding is an ideal program for students new to a medical career. If you’re seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you will need to earn a certification in medical billing and coding. You will build a foundation of medical vocabulary, to help you better understand the contents of a patient’s medical record, as well as notes from practicing physicians. In addition, you’ll learn current medical coding standards, so you can be successful within the industry. Learn more at careertraining.ed2go.com/msuconted/training-programs/medical-coding-billing-course-plus-medical-terminology

• REAL ESTATE

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

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 cesource.com/mwsu or call 800-943-5573.

Pre-License Courses
- Principles of Real Estate I (121)
- Principles of Real Estate II (122)
- Texas Law of Agency (1151)
- Law of Contracts (1251)
- Promulgated Contracts Forms (351)
- Real Estate Finance (451)
- Online National and Texas Exam Prep

SAE Courses
- Legal Update I
- Legal Update II
- Real Estate Appraisal 2018-22
- Real Estate Investment 2018-22
- Real Estate Property Management
- Real Estate Marketing

MCE Courses
- Appraisal Basics
- Broker Responsibility 2019-2020
- Essential Real Estate Concepts 2017-19
- Legal Update I
- Legal Update II
- Real Estate Basics
- Real Estate Overview 2017-19
- Understanding Commercial Real Estate 2018-20
- Understanding Real Estate Math 2017-19
- Real Estate Finance
- Appraisal Basics
- Broker Responsibility 2019-20
- Essential Real Estate Concepts 2017-19
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- Principles of Real Estate I 2018-22
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- Principles of Real Estate I 2018-22
- Principles of Real Estate II 2018-22
- Texas Law of Agency 2019-23
- Law of Contracts 2019-23
- Promulgated Contracts Forms 2019-23

Texas Real Estate (in association with Midwestern State University (TREC 0304/0209)
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 per studio class. 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 apply to all studio art classes.

• STUDIO COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAYS</th>
<th>TIME</th>
<th>SEMESTER DATES</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metalsmithing</td>
<td>M/W</td>
<td>9-11:50 a.m.</td>
<td>01/13 - 05/04/20</td>
<td>Suguru Hiraide</td>
</tr>
<tr>
<td>Painting</td>
<td>M/W</td>
<td>2-4:50 p.m.</td>
<td>01/13 - 05/02/20</td>
<td>Jason Bly</td>
</tr>
<tr>
<td>Printmaking</td>
<td>M/W</td>
<td>5-7:50 p.m.</td>
<td>01/13 - 05/04/20</td>
<td>Catherine Prose</td>
</tr>
<tr>
<td>Sculpture</td>
<td>M/W</td>
<td>2-4:50 p.m.</td>
<td>01/13 - 05/04/20</td>
<td>Suguru Hiraide</td>
</tr>
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• BLACKSMITHING AND STEEL FORGING

After taking Introduction to Blacksmithing, participants will have gained an understanding of basic forging techniques, traditional mechanical connections, tool making, and heat treatment. Three-person maximum in each section. Cost includes basic materials and tools. No experience needed! Instructor: Joshua Maxwell

<table>
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<th>COURSE</th>
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<th>SEMESTER DATES</th>
<th>INSTRUCTOR</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blacksmithing/Steel Forging</td>
<td>Tue.</td>
<td>6-9 p.m.</td>
<td>Section 1: Jan. 28; Feb. 11, 25; Mar. 10, 31; Apr. 14</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>Blacksmithing/Steel Forging</td>
<td>Tue.</td>
<td>6-9 p.m.</td>
<td>Section 2: Feb. 4, 18; Mar. 3, 24; Apr. 7, 21</td>
<td>$350</td>
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</table>

• CERAMICS

Ceramics is a continuing education course offered as a stand-alone, non-credit course. First day of class attendance is not required. Full tuition is due before the second class session. Continuing Education refund policies apply to all studio art classes. Fees are non-refundable after the second week of classes. CEU certificate can be awarded with 80% attendance. Class meets every Monday for three hours with an additional 40 hours of studio availability per week. Instruction for all skill levels. Cost includes all materials.

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<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramics, Handbuilding</td>
<td>Mon.</td>
<td>6-9 p.m.</td>
<td>1/20 - 05/11/20</td>
<td>Pam Möller</td>
<td>$350</td>
</tr>
<tr>
<td>Ceramics, Wheelthrowing</td>
<td>Mon.</td>
<td>6-9 p.m.</td>
<td>1/20 - 05/11/20</td>
<td>Nate Ditzler</td>
<td>$350</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>
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<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mosaic Glass</td>
<td>Sat.</td>
<td>9 a.m.-3 p.m.</td>
<td>Apr. 18, 25; May 2, 9</td>
<td>4 sessions</td>
<td>$100</td>
</tr>
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</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 Cummings has more than 12 years of 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 years of age and all under 18 must be accompanied by an adult taking the class.

<table>
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<th>INSTRUCTOR</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stained Glass</td>
<td>Sat.</td>
<td>9 a.m.-3 p.m.</td>
<td>Feb. 1, 8, 15, 22</td>
<td>4 sessions</td>
<td>$100</td>
</tr>
</tbody>
</table>
• WREATH MAKING
Bring your friends and join us for a different themed wreath making project every month. You will make a one-of-a-kind wreath to adorn your home, or give as a gift to that special friend. All supplies are included.

| Wreath Making       | Thur. 5:30-7 p.m. | Mar. 26 | 1 session | $40  
|---------------------|-------------------|---------|-----------|------|
| Wreath Making       | Thur. 5:30-7 p.m. | Apr. 30 | 1 session | $40  
| Wreath Making       | Thur. 5:30-7 p.m. | May 14  | 1 session | $40  

• COMPUTER COURSES
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. Instructor: Stuart Halverson

| Computer, Basic     | Mon. 6-8 p.m.     | Jan. 27; Feb. 3 | 2 sessions | $65  
|---------------------|-------------------|----------------|------------|------|
| Computer, Basic     | Thur. 6-8 p.m.    | Apr. 2, 9      | 2 sessions | $65  
| Excel, Beginning    | Mon. 6-8 p.m.     | Feb. 10, 17    | 2 sessions | $82  
| Excel, Beginning    | Thur. 6-8 p.m.    | May 7, 14      | 2 sessions | $82  
| Excel, Intermediate | Mon. 6-8 p.m.     | Mar. 2, 9      | 2 sessions | $82  
| Excel, Intermediate | Thur. 6-8 p.m.    | Aug. 3, 10     | 2 sessions | $82  
| MS Word, Intro.     | Mon. 6-8 p.m.     | Jan. 9, 16     | 2 sessions | $65  
| MS Word, Intro.     | Thur. 6-8 p.m.    | May 4, 11      | 2 sessions | $65  
| PowerPoint, Intro.  | Thur. 6-8 p.m.    | Jan. 9, 16     | 2 sessions | $82  
| PowerPoint, Intro.  | Mon. 6-8 p.m.     | Aug. 6, 13     | 2 sessions | $82  

• 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.

| Computers for Seniors | Wed. 10-11:30 a.m. | Feb. 26 | 1 session | $25  

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.

| Social Media for Seniors | Wed. 10-11:30 a.m. | Mar. 24 | 1 session | $25  

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.

| iPhone/iPad for Seniors | Wed. 10-11:30 a.m. | Apr. 29 | 1 session | $25  

• 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.

| eBay Basics       | Thur. 6-8 p.m. | Feb. 20, 27 | 2 sessions | $82  
|-------------------|----------------|-------------|------------|------|
| eBay Basics       | Thur. 6-8 p.m. | Apr. 16, 23 | 2 sessions | $82  

• 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, Gina Greenwood.

| Sign Language, Beginning | T/TH 6-7:30 p.m. | 01/21 - 02/13/20 | 8 sessions | $100  
|-------------------------|-------------------|-----------------|------------|------|
| Sign Language, Intermediate | T/TH 6-7:30 p.m. | 02/18 - 03/12/20 | 8 sessions | $100  

Learn to speak and understand Spanish with instructor, Silvia Honkomp. Beginner and intermediate classes available.

| Spanish, Beginning | M/W 5:30-6:30 p.m. | 03/02 - 03/25/20 | 8 sessions | $80  
|--------------------|---------------------|-----------------|------------|------|
| Spanish, Intermediate | M/W 5:30-6:30 p.m. | 03/30 - 04/22/20 | 8 sessions | $80  

ONLINE TRAINING CERTIFICATION

The Center for Continuing Education at MSU Texas, 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. Instructors/mentors are actively involved in the online learning experience, responding to any questions or concerns, as well as encouraging and motivating students to succeed. Visit careertraining.ed2go.com/msuconted for a full program catalog.

**FEATURED COURSES**

**PMI Risk Management Prof.** $695
In this program, you will become proficient on the entirety of PMI’s Risk Management procedure and how to mitigate company risk through best practices. Upon completing this program, you will have in-depth knowledge in risk analysis, budget lifecycles, project scope risk, and any other topic. Visit careertraining.ed2go.com/msuconted/training-programs/risk-management-online-training to learn more.

**Project Management Essentials with CAPM® Prep** $1,195
In this program, you’ll learn the knowledge and skills essential to project managers and those who work on projects in other support roles. The materials in this program are aligned with the international recognized standards of project management. This program is oriented to concepts and knowledge areas such as time, cost, risk, and communications. Each lesson focuses exclusively on a single topic so that you can more easily grasp it before moving onto the next. Visit careertraining.ed2go.com/msuconted/training-programs/project-management-capm-prep to learn more.

**The Complete Project Manager with Microsoft Project 2016 (Software Included)** $2,795
This comprehensive program provides you with a thorough understanding of project management by combining the Essentials of Project Management with Mastering Project Management programs together. The Essentials of project management provides a foundation of project management concepts and terminology. The Mastering program focuses on specific advanced topics and takes and in-depth look with some hands-on assignments and exercises. With Project, you’ll apply the project management scheduling concepts learned by utilizing one of the most popular scheduling software tools. The program also combines knowledge of project management scheduling disciplines with the use of Microsoft Project 2016 software. Visit careertraining.ed2go.com/msuconted/training-programs/project-manager-microsoft-project-2016-software-included to learn more.

**Mastering Project Management with PMP® Prep** $1,295
This PMP course will provide you with a deeper understanding of project management concepts and applications in the workplace. At the end of this course, you will be prepared to take the Project Management Professional (PMP) certification exam. Visit careertraining.ed2go.com/msuconted/training-programs/project-management-pmp-prep to learn more.

Visit careertraining.ed2go.com/msuconted and search “PMI” for more PMI courses.

**MORE CAREER TRAINING PROGRAMS**

- Arts and Design
- Business
- Career Online High School
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

View the catalog online at careertraining.ed2go.com/msuconted/training-programs to see a complete list of training programs.

**INSTRUCTOR LED SHORT COURSES**

If you aren’t looking for a full certificate program, we also offer individual personal enrichment/career development courses in a variety of categories. 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.

**JER ONLINE**

Career Track Training
Learn anytime from anywhere. Our program features high-quality instructor-led and self-directed online courses and certificates. Enroll today and start anytime or choose from a fixed start date. Midwestern State University Continuing Education in association with JER Group, Inc. now offers ACLS/PALS/BLS Certification Courses. Visit msutexas.edu/conted/onlinetraining and learn more.

**Life Support Online Certification Courses**

- Advanced Cardiac Life Support (ACLS) Certification MWSU7122
- Advanced Cardiac Life Support (ACLS) Recertification MWSU7123
- Basic Life Support (BLS) Certification MWSU7124
- Basic Life Support (BLS) Recertification MWSU7130
- Pediatric Advanced Life Support (PALS) Certification MWSU7131
- Pediatric Advanced Life Support (PALS) Recertification MWSU7132
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.

• CONFERENCES & SEMINARS

North Texas Regional Training Conference  
8 a.m.-5:30 p.m. April 8-9, 2020
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 16 contact hours and is held each spring at MSU in the Clark Student Center. To request a conference brochure call 940-397-4307.

Texas Rural Healthcare Symposium
A multi-disciplinary conference to target the needs of the rural healthcare workforce. This one-day event will include presentations from various organizations and will provide continuing education credits. This event is an opportunity for individuals and organizations to learn and network about topics and issues impacting today’s rural healthcare workforce and the delivery of healthcare in those underserved populations.

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

Additional Seminars and Teleconferences
Scheduled annually for Harlan Steph Conference (May 2020), Speak Up – Speak Out (May 2020), Autism, Women’s Week (July 2020), 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.

Mandatory Continuing Education & Pre-Licensing
Texas Real Estate (in association with Midwestern State University (TREC 0304/0209)

You can view and print most of our course materials online and complete your exams online if you choose. Our certificates of completion can be printed from our website and we report the results to Texas Real Estate Commission (TREC). We also offer an express grading service for those who need certificates of completion within 24 hours. We maintain all completed course records for a period of five years. Go online to www.cesource.com/mwsu or see page 3 for our course list.

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 800-943-5573.
The **Nonprofit Management Certificate** program is a series of eight 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 a rapidly changing environment.

Costs are $100 per class or $700 for the complete 8-series certificate program. This cost includes 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 Texas.

**SESSION 5: Grant Writing** January 7, 2020
Learn strategies of how to locate potential sources of grant funding, how to develop a successful grant proposal, and the steps to successful grant writing.

**SESSION 6: Fund Development** February 4, 2020
Explore the essentials to finding and cultivating financial resources that support delivering on the organization’s mission.

**SESSION 7: Risk Management & Nonprofit Legal** March 3, 2020
This session focuses on dealing with uncertainty and threat, and what to do when something happens. You will also learn about the legal structures and practices to protect your agency.

**SESSION 8: Branding, Marketing & Nonprofits** April 7, 2020
Discover the basic elements of the branding and marketing process for today’s nonprofit organization from messaging to a marketing plan, as well as strategies.

Completion of all eight courses can be included for a maximum of 52 continuing education contact hours. Participants may earn .65 CEUs for each class completed, along with a certificate of completion awarded by Center for Nonprofit Management & Leadership, and MSU Continuing Education. 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 [thecentermsu.org](http://thecentermsu.org).