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, and film series.

- **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**

- **By Computer** - Enroll online at [www.msutexas.edu/conted](http://www.msutexas.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.
FEATURED PROGRAMS

The Center for Continuing Education at MSU Texas 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.

msUteach
MSU's alternative certification program prepares adults with a bachelor's degree to become certified teachers in Texas. We offer programs in Elementary Education, Special Education, Middle/Secondary English Language Arts & Reading, Middle/Secondary Mathematics, Middle/Secondary Science, and Middle/Secondary Social Studies.

- msUteach is affordable. Earn your teaching certificate for $4,950.
- Online self-paced program allows you to learn at your convenience.
- Competency-based curriculum and real-world assignments represent the work teachers in the classroom do every day.

For more information go to msutexas.edu/conted/online-training-alt-cert.php or call 940-263-0360.

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 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.

Pre-License Courses
- Principles of Real Estate I 2018
- Principles of Real Estate II 2018
- Texas Law of Agency
- Law of Contracts
- Promulgated Contracts Forms
- Real Estate Finance
- Online National and Texas Exam Prep

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

MCE Courses
- Appraisal for Real Estate Agents
- Broker Responsibility 2017-2018
- Essential Real Estate Concepts 17-19
- Legal Update I
- Legal Update II
- Real Estate Basics
- Real Estate Overview 17-19
- Understanding Commercial Real Estate 18-20
- Understanding Real Estate Math 17-19

Broker Pre-License Courses
- Principles of Real Estate I 2018
- Principles of Real Estate II
- Texas Law of Agency
- Law of Contracts
- Promulgated Contracts Forms
- Real Estate Finance
- Appraisal for Real Estate Agents
- Broker Responsibility 2017-2018
- Essential Real Estate Concepts 17-19
- Legal Update I
- Legal Update II
- Online National and Texas Exam Prep
- Real Estate Basics
- Real Estate Investment
- Real Estate Marketing
- Real Estate Overview 17-19
- Understanding Commercial Real Estate 18-20
- Understanding Real Estate Math 17-19

Texas Real Estate (in association with Midwestern State University (TREC 0304/0209)
## 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 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 Classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing I</td>
<td>T/TH</td>
<td>5-7:50 p.m.</td>
<td>01/15 - 05/02/19</td>
<td>Jason Bly</td>
</tr>
<tr>
<td>History of World Art: Survey II</td>
<td>T/TH</td>
<td>5-6:20 p.m.</td>
<td>01/15 - 05/02/19</td>
<td>Dr. Ann Marie Leimer</td>
</tr>
<tr>
<td>Metalsmithing</td>
<td>T/TH</td>
<td>2-4:50 p.m.</td>
<td>01/15 - 05/02/19</td>
<td>Joshua Maxwell</td>
</tr>
<tr>
<td>Painting</td>
<td>M/W</td>
<td>9-11:50 a.m.</td>
<td>01/14 - 05/01/19</td>
<td>Jason Bly</td>
</tr>
<tr>
<td>Photography</td>
<td>T/TH</td>
<td>9:30 a.m.-12:20 p.m.</td>
<td>01/15 - 05/02/19</td>
<td>Gary Goldberg</td>
</tr>
<tr>
<td>Printmaking</td>
<td>M/W</td>
<td>5-7:50 p.m.</td>
<td>01/14 - 05/01/19</td>
<td>Catherine Prose</td>
</tr>
<tr>
<td>Sculpture</td>
<td>T/TH</td>
<td>5:30-8:20 p.m.</td>
<td>01/15 - 05/02/19</td>
<td>Suguru Hiraide</td>
</tr>
</tbody>
</table>

- **Blacksmithing and Steel Forging**
  Participants will gain an understanding of basic forging techniques, traditional mechanical connections, tool making, and heat treatment. Three person maximum in each section. Cost is $350 and includes basic materials and tools. *Instructor: Joshua Maxwell*
  - Blacksmithing/Steel Forging Wed. 6-9 p.m. Section 1: Jan. 23; Feb. 6, 20; Mar. 6, 27; Apr. 10
  - Blacksmithing/Steel Forging Wed. 6-9 p.m. Section 2: Jan. 30; Feb. 13, 27; Mar. 13; Apr. 3, 17

- **Ceramics**
  Ceramics is a continuing education course offered as a stand-alone, non-credit course. First day of class attendance is not required. 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. No experience needed. Recommended tools cost $15.
  - Ceramics, Handbuilding Mon. 6-9 p.m. 01/14 - 05/06/19 Pam Moller $350
  - Ceramics, Wheelthrowing Mon. 6-9 p.m. 01/14 - 05/06/19 Austyn Taylor $350

- **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 over 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 the age of 18 must be accompanied by an adult taking the class.
  - Mosaic Glass Sat. 10 a.m.-2 p.m. Jan. 26; Feb. 2, 9 3 sessions $100
  - Mosaic Glass Sat. 10 a.m.-2 p.m. Mar. 16, 30; Apr. 6 3 sessions $100

- **Beadwoven Jewelry**
  Learn how to use beads, needle, and thread to create your own jewelry. In each class you will create a piece of jewelry from start to finish and be able to wear it home! All materials included. *Instructor, Tamara Allison*
  - Multicolor Hearts Bracelet Thur. 5-8 p.m. 02/07/19 1 session $40
  - Embellished Button Necklace Thur. 5-8 p.m. 03/07/19 1 session $40
  - Spiky Statement Earrings Thur. 5-8 p.m. 04/04/19 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*

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer, Basic</td>
<td>Mon.</td>
<td>6-8 p.m.</td>
<td>01/28 &amp; 02/04/19</td>
<td>2</td>
<td>$65</td>
</tr>
<tr>
<td>Computer, Basic</td>
<td>Thur.</td>
<td>6-8 p.m.</td>
<td>04/04 &amp; 04/11/19</td>
<td>2</td>
<td>$65</td>
</tr>
<tr>
<td>Excel, Beginning</td>
<td>Mon.</td>
<td>6-8 p.m.</td>
<td>02/11 &amp; 02/18/19</td>
<td>2</td>
<td>$82</td>
</tr>
<tr>
<td>Excel, Beginning</td>
<td>Thur.</td>
<td>6-8 p.m.</td>
<td>05/02 &amp; 05/09/19</td>
<td>2</td>
<td>$82</td>
</tr>
<tr>
<td>Excel, Intermediate</td>
<td>Mon.</td>
<td>6-8 p.m.</td>
<td>03/04 &amp; 03/11/19</td>
<td>2</td>
<td>$82</td>
</tr>
<tr>
<td>Excel, Intermediate</td>
<td>Mon.</td>
<td>6-8 p.m.</td>
<td>08/05 &amp; 08/12/19</td>
<td>2</td>
<td>$82</td>
</tr>
<tr>
<td>MS Word, Intro</td>
<td>Mon.</td>
<td>6-8 p.m.</td>
<td>01/07 &amp; 01/14/19</td>
<td>2</td>
<td>$65</td>
</tr>
<tr>
<td>MS Word, Intro</td>
<td>Mon.</td>
<td>6-8 p.m.</td>
<td>05/06 &amp; 05/13/19</td>
<td>2</td>
<td>$65</td>
</tr>
<tr>
<td>PowerPoint, Intro</td>
<td>Thur.</td>
<td>6-8 p.m.</td>
<td>01/10 &amp; 01/17/19</td>
<td>2</td>
<td>$82</td>
</tr>
<tr>
<td>PowerPoint, Intro</td>
<td>Thur.</td>
<td>6-8 p.m.</td>
<td>08/01 &amp; 08/08/19</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</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers for Seniors</td>
<td>Wed.</td>
<td>10-11:30 a.m.</td>
<td>02/20/19</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</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media for Seniors</td>
<td>Wed.</td>
<td>10-11:30 a.m.</td>
<td>03/06/19</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</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPhone/iPad for Seniors</td>
<td>Wed.</td>
<td>10-11:30 a.m.</td>
<td>02/27/19</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</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBay Basics</td>
<td>Thur.</td>
<td>6-8 p.m.</td>
<td>02/21 &amp; 02/28/19</td>
<td>2</td>
<td>$82</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBay Basics</td>
<td>Thur.</td>
<td>6-8 p.m.</td>
<td>04/18 &amp; 04/25/19</td>
<td>2</td>
<td>$82</td>
</tr>
</tbody>
</table>

• **Languages**

**Sign Language Intermediate I** is for people who know their ABC’s, numbers and basic signs. You will work on vocabulary and conversation skills as well as developing deaf culture awareness. **Intermediate II** is for those able to sign sentences, but want to learn more signs as well as conversation skills and deaf awareness culture. American Sign Language will be taught by our certified instructor Melinda Nelson.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Language, Int. I</td>
<td>Tues.</td>
<td>6-7:30 p.m.</td>
<td>01/22 - 03/12/19</td>
<td>8</td>
<td>$80</td>
</tr>
<tr>
<td>Sign Language, Int. II</td>
<td>Tues.</td>
<td>7:30-9 p.m.</td>
<td>01/22 - 03/12/19</td>
<td>8</td>
<td>$80</td>
</tr>
</tbody>
</table>

Learn to speak and understand Spanish with instructor, Silvia Honkomp.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish, Beginning</td>
<td>M/W</td>
<td>5:30-6:30 p.m.</td>
<td>03/04 - 04/04/19</td>
<td>8</td>
<td>$80</td>
</tr>
<tr>
<td>Spanish, Intermediate</td>
<td>M/W</td>
<td>5:30-6:30 p.m.</td>
<td>04/08 - 05/01/19</td>
<td>8</td>
<td>$80</td>
</tr>
</tbody>
</table>

• **Square Dancing**

Modern square dancing is an American heritage and the national dance for over 200 years. Eight people work as a team as they execute the choreographed routines timed to fit current day popular songs. One-on-one instruction by the Wichita Wranglers. No experience necessary.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square Dancing</td>
<td>Tue.</td>
<td>7-9 p.m.</td>
<td>01/22 - 04/30/19</td>
<td>15</td>
<td>$25 per person</td>
</tr>
</tbody>
</table>


ONLINE TRAINING CERTIFICATION

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](http://careertraining.ed2go.com/msuconted).

- **Art and Design**
  - Adobe Certified Associate $2,495
  - Certified Residential Interior Designer $1,995
  - Graphic Design w/Photoshop $1,995
  - Marketing Design Certificate $3,295

- **Business**
  - Administrative Professional $1,995
    w/ Microsoft Office 2013 Master
  - CCBA Certification Training $495
  - Certified Administrative Professional $1,695
  - Certified Bookkeeper $1,995
  - Certified Global Business Professional $2,495
  - Certified Green Supply Chain Prof. $1,595
  - Certified Quality Auditor $1,695
  - Certified Quality Improvement Assoc. $995
  - Certified Six Sigma Black Belt $1,995
  - Chartered Tax Professional $1,895
  - Customs Broker $1,895
  - Dental Office Manager $3,995
  - Grant Writing $2,295
  - Lean Six Sigma Black Belt $1,695
  - Six Sigma Black Belt $2,695

- **Computer Programming**
  - Certified Information Security Manager $795
  - CompTIA Linux+ $1,295
  - Microsoft Web Developer $1,995
  - Mobile Web Developer $2,295
  - Oracle SQL and PL/SQL Developer $1,795
    + Java Programmer
  - Web Applications Developer $2,395
  - Webmaster $1,995

- **Health and Fitness**
  - Activity Director $695
  - Advanced Coding for the Physician’s Office $1,595
  - Advanced Hospital Coding & CCS Prep $1,895
  - Certified Outpatient Coder $1,995
  - Clinical Dental Assistant $1,995
  - Dental Office Manager $3,995
  - Medical Terminology $795

- **Hospitality**
  - Catering Professional $1,295
  - Certified Wedding Planner $1,595
  - Corporate Event Planner $995
  - Event Management and Design $1,995
  - Hotel Management $995
  - Preston Bailey’s Signature Wedding & Event Design $1,795
  - Restaurant Management $995
  - Retail Customer Skills Training $850
  - Travel Agent Training $1,795

- **Information Technology**
  - CCNA: Routing and Switching $1,995
  - CCNA: Security $1,695
  - CompTIA A+ with ITIL Foundation $2,495
  - IT Security Survival Training $1,995

- **Legal**
  - Certificate in Family Mediation $3,895
  - Legal Secretary $2,295
  - Paralegal $2,195

- **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](http://www.ed2go.com/msuconted) for more information and to enroll. Over 300 courses cover topics including:

  **Accounting and Finance**
  - Design and Composition
  - Health Care and Medical
  - Language and Arts
  - Law and Legal

  **Business**
  - Personal Development
  - Teaching and Education
  - Technology
  - Writing and Publishing

- **JER Online: Career Track Training - Certificates and Courses**
  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.msutexas.edu/conted/onlinetraining](http://www.msutexas.edu/conted/onlinetraining).

  **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** 8 a.m.-5 p.m. April 3-5, 2019
  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 2019), Speak Up – Speak Out (May 2019), Autism, Women's Week (July 2019), 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. 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. Please see page 3 for our course list or visit [www.cesource.com/mwsu](http://www.cesource.com/mwsu).

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](http://www.cesource.com/mwsu) or call toll free 800-943-5573.
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. 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 4: Financial Management for Nonprofits January 8, 2019
Financial management is essential for effective and legal nonprofit operations. Learn proper nonprofit accounting structures and statutes, accountability, internal controls and financial risk management and the role of technology as essential to deliver effective financial management.

Session 5: Program Planning, Evaluation and Outcomes February 12, 2019
Explore the essentials to finding and cultivating financial resources that support the organization’s mission.

Session 6: Organizational Risk Management & Legal Structures and Practices March 12, 2019
Risk Management focuses on dealing with uncertainty and threat, and what to do when something happens. Is your organization prepared? Learn the strategies and tools to make sure your organization is prepared for any threat. In the afternoon segment, learn about the legal structures and practices that you should have in place to protect your agency and to ensure you are operating effectively.

Session 7: Branding, Marketing & PR for Nonprofit Organizations April 9, 2019
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 for social media and media relations.

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 TheCNM, 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 thecnm.org/education/management/wf.