

Assessment Cycle Academic Year 2016 – 2017

Office of Electronic and Continuing Education (ECE)

Division or Department: TIED

Prepared by: Emily Perritt and Dr. Donna Johnson

Date: 6/15/17

Approved by: Dr. Darlene Williams

Date: 6/15/17

Northwestern Mission. Northwestern State University is a responsive, Student-oriented institution that is committed to the creation, dissemination, and acquisition of knowledge through teaching, research, and service. The University maintains as its highest priority excellence in teaching in graduate and undergraduate programs. Northwestern State University prepares its Students to become productive members of society and promotes economic development and improvements in the quality of life of the citizens in its region.

Office of Electronic and Continuing Education Mission. The mission of the Office of Electronic and Continuing Education is to strive to be regionally responsive, nationally prominent, and internationally engaged. We are committed to creating and providing learning opportunities that respond to the constantly changing needs of corporations, organizations, and individuals. The unit's primary business is to facilitate the design, development, and delivery of a variety of educational programs required to meet the learning needs of a diverse adult population. Through credit and non-credit courses, conferences, and institutes, individuals are provided the opportunity to continue their education. To meet this obligation to provide educational opportunities, it is the unit's continuing responsibility to identify and remove constraints of time and place that might burden learners and limit access. With fully accredited on-line degree programs and a full array of support services, no student in need of an education should feel place or time bound.

Methodology: The assessment process includes:

- (1) Data from assessment tools (both direct – indirect, quantitative and qualitative) are collected and returned to the Vice Presidents of Technology, Innovation, and Economic Development's designee and stored in secure digital format;
- (2) The Vice President and support staff will analyze the data to determine whether the applicable outcomes are met;
- (3) Results from the assessment will be discussed with the appropriate staff;
- (4) Individual meetings will be held with staff as required to address found concerns;
- (5) The Vice President, in consultation with the staff and senior leadership, will determine proposed changes to measurable outcomes, assessment tools for the next assessment period and, where needed, service changes in response to assessment findings.

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Service Outcomes:

SO 1. *ECE will assist with marketing electronic learning programs and advising students who are enrolling in distance and non-credit programs.*

Measure 1.1.

ECE will assist with marketing and recruiting of online students with the goal of increasing the number of new online students annually. Once students are reached via marketing strategies, it is essential to assist them through University processes to ensure they do not get lost in the administrative veins to admission and enrollment. Semester- to- semester comparisons will continue with the goal of 6% online student enrollment increase annually.

Finding: Target met. There was an increase of 6.6% in number of new online students from Fall 2015 to Fall 2016. There was an increase of 6.4% in number of new online students from Spring 2016 to Spring 2017.

Analysis: This enrollment data shows that the 6% growth target has been attainable and sustainable through the 2016-17 year.

Action - Decision or Recommendation: Based on 2016-17 results, the goal to increase enrollment by 6% in semester-to-semester comparisons will remain. Because the 6% goal was attained for 2016-17, current marketing and advising methods will continue to be utilized in an effort to produce continued increases in enrollment.

SO 2. *ECE will offer a variety of non-credit enrichment courses for community members who are interested in pursuing areas of personal interest.*

Measure 2.1.

ECE will offer non-credit enrichment courses each semester for community members who are interested in pursuing areas of personal interest. These areas of interest are wide and varied which allows for a broad scope of offerings. Because of the vast possibilities, offering 12 non-credit courses each semester is feasible.

Finding: Target not met. Below are the non-credit offerings for each semester beginning in Summer 2016 moving through Spring 2017, and specific course offerings can be seen in Pathways Publications for Summer 2016, Fall 2016, and Spring 2017- Appendix B.

Semester	Number of Non-Credit Courses Offered
Summer 2016	13 courses
Fall 2016	12 courses
Spring 2017	11 courses

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Analysis: This course offering data shows that the average number of courses offered per semester during the 2016-17 school year was 12. This average includes semesters where greater than 12 and less than 12 non-credit courses were offered. While the average non-credit course offerings was 12 for the 2016-17 year, the total offered for Spring 2017 was 11. That was the only semester that did not meet the goal of 12 offerings.

Action - Decision or Recommendation: Based on the 2016-17 non-credit course offerings, ECE will continue to recruit instructors who can offer non-credit personal enrichment courses that align with the interest of community members so that a minimum of 12 non-credit courses can be taught each semester.

SO 3. *ECE will facilitate dual enrollment opportunities for high school students that allow them to achieve university and high school credit.*

Measure 3.1.

ECE will facilitate dual enrollment opportunities for high school students with a target goal to maintain a minimum threshold of total enrollees each semester. Maintaining a minimum threshold of dual enrollment students will ensure dual enrollment capacity meets a set standard while navigating partnerships with high schools and increased ACT score requirements. The minimum threshold is 1200 students enrolled in dual enrollment each semester.

Finding: Target met. Overall, there has been a steady increase in the number of students taking dual enrollment courses for the past several years.

Semester	Dual enrollment count
Fall 2015	1134
Spring 2016	1179
Fall 2016	1206
Spring 2017	1209

Analysis: This dual enrollment data shows the minimum threshold of 1200 dual enrollment students was attained in Fall 2016 and maintained through Spring 2017. This indicates that the threshold is reasonable, attainable, and maintainable.

Action - Decision or Recommendation: Based on the 2016-17 dual enrollment numbers, the threshold of 1200 dual enrollment students proved to be attainable and maintainable. The threshold will remain at 1200 minimum dual enrollment students for 2017-18. This goal to maintain enrollment numbers is aimed to help offset the possible increased criteria to participate while still promoting high levels of enrollment.

Assessment Cycle Academic Year 2016 – 2017

SO 4. *ECE will facilitate professional development opportunities as well as instructional design and technical support to faculty.*

Measure 4.1.

ECE will provide quality professional development opportunities as well as instructional design and technical support to faculty. The professional development and support mechanisms are designed to assist faculty with topics relevant to instructing courses in higher education. The goal is to attain 100% faculty/staff satisfaction with offered professional development opportunities as measured by the Professional Development Survey- Appendix A.

Finding: Target not met. For 2016-17, the average satisfaction rate as measured by the Professional Development Survey- 97%.

Analysis: This satisfaction rating shows that the vast majority of faculty/staff who have attended professional development were satisfied with the quality of the workshops. While the goal is 100% satisfaction, this number is an average of satisfaction ratings on several factors involved in professional development workshops. Participants are asked to rate satisfaction on a five-point scale (Strongly Agree to Strongly Disagree) on whether the program met their expectations, whether the objective was clearly stated, length of the program, whether enough examples were included, visual and audio quality, presentation of the content, management of the session, and organization of content. 97% is the weighted average of ratings across all of the criteria. In order to reach 100%, every faculty member would have to rate each measure in every workshop they attend as “Strongly Agree.”

Action - Decision or Recommendation: Based on the findings for participant satisfaction for professional developments offered in 2016-17, the goal will remain to achieve 100% satisfaction as measured by the Professional Development Survey.

Summary of key findings and/or decisions:

Through the 2016-17 assessment, the Office of Electronic and Continuing Education has discovered unit strengths, weaknesses, and developed actionable items based on those findings. Efforts to increase online student enrollment proved to be productive as the goal to increase new online enrollment by 6% annually was met and will continue to be the bar for continual growth through 2017-18. To ensure the threshold minimum of 12 non-credit courses are offered each semester, efforts will be focused on recruiting instructors for those offerings. While anticipating changes to dual-credit prerequisite requirements, a reasonable and maintainable minimum for enrollment was achieved—1200 students— and will continue to serve as the target goal for dual enrollment. Lastly, the quality of offered professional developments was shown to be stellar with a participant satisfaction rate of 97%, but the goal to achieve 100% participant satisfaction will remain the target for 2017-18.

Appendix A Professional Development Satisfaction Survey

* 1. Name of Workshop

* 2. Date of Workshop

Date MM DD YYYY

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* 3. Thank you for taking time to provide some feedback! Please answer these questions about the workshop that you have just completed.

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
This program met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The objective of this program was clearly stated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The length of the program was adequate for the material covered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Examples of major concepts were provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The visual quality was clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visuals were well designed and easily readable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The audio quality was clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was knowledgeable about the content.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content was well presented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor managed the session well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content was organized and sequenced to promote learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 4. How could this workshop be improved? (Be sure to address any reasons that you selected "Strongly Disagree" in the portion above)

* 5. What additional Professional Development would interest you?

pathways



*Follow the path to Northwestern State...
Dedicated to one goal. Yours.*

Self Improvement

Driver Education

This course will consist of 30 hours of classroom instruction and a minimum of 8 hours of practice driving (behind-the-wheel instruction). You will receive a certificate verifying successful completion of the course. Please provide proof of age. Must be 14 years and 9 months old, on or before the first day of class!

Date: May 31 - June 3, Tues - Fri
(Driving Schedules will be set once class begins.)

Time: 7:45 a.m. - 4:00 p.m.

Fee: Contact the Office of Electronic and Continuing Education for more details or to register

Location: South Hall

Instructor: Kevin Warner

Beginning Cake Decorating

This course focuses on the fundamentals of cake decorating. It is designed for the cake decorating shop owner, baker, caterer, chef, or enthusiast. The class will stress classic decorating-beginning with a thorough understanding of the fundamentals. Students will also be encouraged to express themselves creatively.

Date: June 7 - 23, Tues & Thurs

Time: 5:30 - 8:00 p.m.

Fee: \$99

Location: Culinary Arts Building (located behind the Student Union)

Instructor: Mary Paige

Advanced Cake Decorating

This class is designed for students who would like to learn how to decorate with fondant. You will learn how to use, roll out, store, and color fondant. Crumb coating, covering, making desired fondant decorations, petit fours, and stacking tier cakes will also be covered. Students must have some experience in cake decorating.

Date: July 9-23, Saturdays

Time: 10:00 a.m. - 12:00 p.m.

Fee: \$99 + materials (students will be provided a list of required materials at the first class meeting)

Location: Culinary Arts Building (located behind the Student Union)

Instructor: Mary Paige

Water Aerobics

This workout consists of simple low impact exercises executed in the water. The program is designed to promote and maintain cardiorespiratory fitness, strengthen muscles, and improve flexibility. This program is especially recommended for arthritic and/or pregnant women.

Date: May 31 - June 30 Session 1
July 5 - 28 Session 2
August 2 - 29 Session 3
Tues, Wed, & Thurs

Time: 10:30 a.m. - 11:30 a.m.

Fee: \$45/per session or \$125 for all 3

Location: NSU Recreation Complex Pool

Instructor: Denise Poleman

Basic Photography I

In this course you will learn the skills and techniques of taking great photographs with your DSLR camera. We will go over lighting and shooting techniques including photo composition and camera functions. This course is designed with DSLR cameras in mind, but could help those wanting to break into the field of more dynamic cameras and images.

(Participants will need a camera, Nikon DSLR preferred)

Date: June 18, Saturday

Time: 1:00 - 3:00 p.m.

Fee: \$30 or \$50 for both photography classes

Location: 225 Kyser Hall

Instructor: Corey Poole

Basic Photography II

I've taken the photo, now what? The instructor will demonstrate basic editing techniques using Photoshop that will enhance your photos. If there are specific images you'd like help enhancing, bring them with you to class for some in-class editing.

(Participants will need a camera, Nikon DSLR preferred, with computer cable supplied with camera or SD card reader)

Date: June 18, Saturday

Time: 4:00 - 6:00 p.m.

Fee: \$30 or \$50 for both photography classes

Location: 225 Kyser Hall

Instructor: Corey Poole

My Phone Can Do That?

This course will show you how to use the functionality of your smartphone or tablet. We will cover what all types of smartphones and tablets are capable of such as, camera, GPS (maps), app stores and applications, WiFi access vs. data charges, and music. The goal of this course is to help you become more confident in your device and help unlock the potential that your smartphone or tablet can bring to your life.

(Participants will need a smartphone or tablet)

Date: June 11, Saturday
Time: 9:00 a.m. - 12:00 p.m.
Fee: \$25
Location: 106 South Hall
Instructor: Kelvin Small

Social Media

What is a #hashtag? What is a wall? How do I post pictures to my wall? Social media is how we stay connected with loved ones near and far. Come explore and learn how to make the most out of social media. This course will provide an overview of services like Facebook, Pinterest, Twitter, and Instagram.

Date: June 18, Saturday
Time: 9:00 a.m. - 12:00 p.m.
Fee: \$25
Location: 106 South Hall
Instructor: Kelvin Small

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LA Concealed Carry Class

(Space limited to first 30 students/Minimum 10 students)

9-hr (1 day) Course for LA Residents 21 and older who want to obtain a Concealed Handgun Permit. Taught by certified instructors. Learn pistol shooting fundamentals, safe handling, use of force laws, etc.

Date: June 11, Saturday
Time: 8:00 a.m. - 6:00 p.m.
Fee: \$85 + \$20 shooting fee (to be paid at the Natchitoches Shooting Range)
Location: South Hall - Classroom
 Natchitoches Shooting Range - for qualifying stage
Instructor: Kevin Billiot, Certified Instructor

Phlebotomy Technician

This five (5) week course is designed to teach entry level phlebotomy skills to students interested in pursuing a career in Phlebotomy. Students are required to complete 100 clinical hours and 100 venipunctures before they will be allowed to take the board exam. Upon satisfactory completion of this course, students will be eligible to take the National Board Certification Exam on site through the American Certification Agency for Healthcare Professionals. This course also includes Basic Life Support (BLS) Certification through the American Heart Association.

Note: Possibility of random drug screening at the student's expense at clinical sites.

Requirements:

- Must provide proof of high school diploma, GED, or official transcript
- Provide proof of shot records which include: MMR, last tetanus, TB skin test, and flu vaccine. (Flu vaccine is optional depending on clinical site)
- Set of solid scrubs for clinical days (any color)
- Required textbook: Phlebotomy Essentials, 6th edition (Wolters Kluwer)

Date: July 6 - August 12, Mon, Wed, & Fri
Time: 9:30 a.m. - 12:30 p.m.
Fee: \$825 (Due June 24-Registration fee and CPR/BLS Certification)
 \$125 (Paid directly to the instructor first night of class for National Board Certification & material fee)
Location: South Hall
Instructor: Sherry Hinton, CPI
 Stick It Phlebotomy, LLC

Tips for Perfecting Interview Skills

There is no way to predict what an interview holds. This class will focus on the skills needed to prepare one for that most important job interview. Some of the topics covered will be how to make a good impression, what to wear, how to communicate, confidence boosters, and so on.

Date: July 21, Thursday
Time: 6:00 - 8:00 p.m.
Fee: \$45
Location: 100 South Hall
Instructor: Carl (Skeeter) Henry, III

JuSt for fun

Belly Dance

This class will introduce Tribal Fusion Belly Dance. This type of belly dance is a combination of several dance styles and will incorporate different styles of music. Basic steps, basic combinations, improvisation, and technique will be covered in the four weeks. Students will be able to dance to any type of music using visual and verbal cues. No dance experience necessary. Dress in comfortable clothes (tank top, yoga type pants). No shoes necessary.

Date: June 9 - 30, Thursday
Time: 6:00 - 7:00 p.m.
Fee: \$45
Location: NSU WRAC
Instructor: Cheryl Gianforte

Beginning Ceramics

This course is an introduction to working with clay. The student will learn hand-building and sculptural techniques, as well as work on the potter's wheel.

There will also be room for intermediate and advanced students to take the class who want to use the facilities during the class time.

Date: June 16 - August 11, Thursday
Time: 6:00 - 8:00 p.m.
Fee: \$150 plus \$20 material fee (mat. Fee paid directly to instructor first night of class)
Location: 113 CAPA (Fine Arts Annex)
Instructor: Matt DeFord



Instructors Welcome!

Do you have skills, knowledge, or a hobby you want to share with the community? We would love to hear from you! Send a copy of your resume and course idea to Melanie Bedgood:

**Office of Electronic and Continuing Education
 100 South Hall
 Natchitoches, LA 71497**

If you have any questions about teaching a Non-credit course at Northwestern call 318.357.6355 or e-mail us at ece@nsula.edu!



Career Training Programs

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 any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace

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
- Courses are all open-enrollment and self-paced
- All materials, workbooks, and software are included
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/nsu
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

MORE COURSES AVAILABLE AT OUR WEBSITES

www.gatlineducation.com/nsula

www.ed2go.com/nsu

PLEASE VISIT

<http://ece.nsula.edu/non-credit/>

FOR MORE INFORMATION OR TO REGISTER CALL

800-376-2422 or 318-357-6355

To learn more about our online non-credit courses visit

<http://www.gatlineducation.com/nsula>

& <http://www.ed2go.com/nsu/>

Pre-Registration and early payment of fees is highly recommended!

- Some classes have a maximum number of participants allowed, and early notice of intent will reserve a place for you on the activity roster.
- Your registration is complete upon receipt of payment. If class fails to meet the minimum

requirement, all fees will be refunded.

Cancellation/Refund Policy:

Electronic and Continuing Education will contact students via telephone or email as soon as a determination is made. No refunds are granted on the day the class begins or after the class begins.

Office hours for the Department of Electronic & Continuing Education

Mon-Thur: 8:00am - 12:00pm & 1:00pm - 4:30pm, Friday: 8:00am - 12:00pm

Discrimination/Disclosure Statement

Northwestern State University does not discriminate on the basis of race, color, gender,

religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX): Employees/Potential Employees - Veronica M. Biscoe, EEO Officer (318.357.6359); Students - Frances Conine, Dean of Students (318.357.5286). For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Catherine Fauchaux, at 318.357.4460. Additionally, Northwestern State complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about NSU's campus security and crime statistics can be found at universitypolice.nsula.edu/annual-security-report. Full disclosure statement: universityplanning.nsula.edu/notice-of-non-discrimination.



By Mail
Mail completed form to
NSU Office of ECE
100 South Hall
Natchitoches, LA 71497



In Person
Office of Electronic &
Continuing Education
100 South Hall
During office hours



By Phone
1-800-376-2422
or 318-357-6355
During office hours



By Fax
Fax completed form
w/credit card information
to 318-357-6978

**ELECTRONIC & CONTINUING EDUCATION
EXPRESS REGISTRATION FOR NON-CREDIT COURSES**

Last Name First Name

Address

City State

Zip Code

Phone/Home Work/Cell

E-mail Address

COURSE TITLE	DATE	FEE
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PAYMENT (check one):

- | | |
|--|---|
| <input type="checkbox"/> Check* (payable to NSU) | <input type="checkbox"/> Visa |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> American Express |

***Please send a separate check for each course. Supply fees are to be paid directly to the instructor on the first day of class.**

Account# CVV2#

Expiration Date MM YY

CardHolder Name

Authorizing Signature X

Authorizing Amount



BUILDING KEY

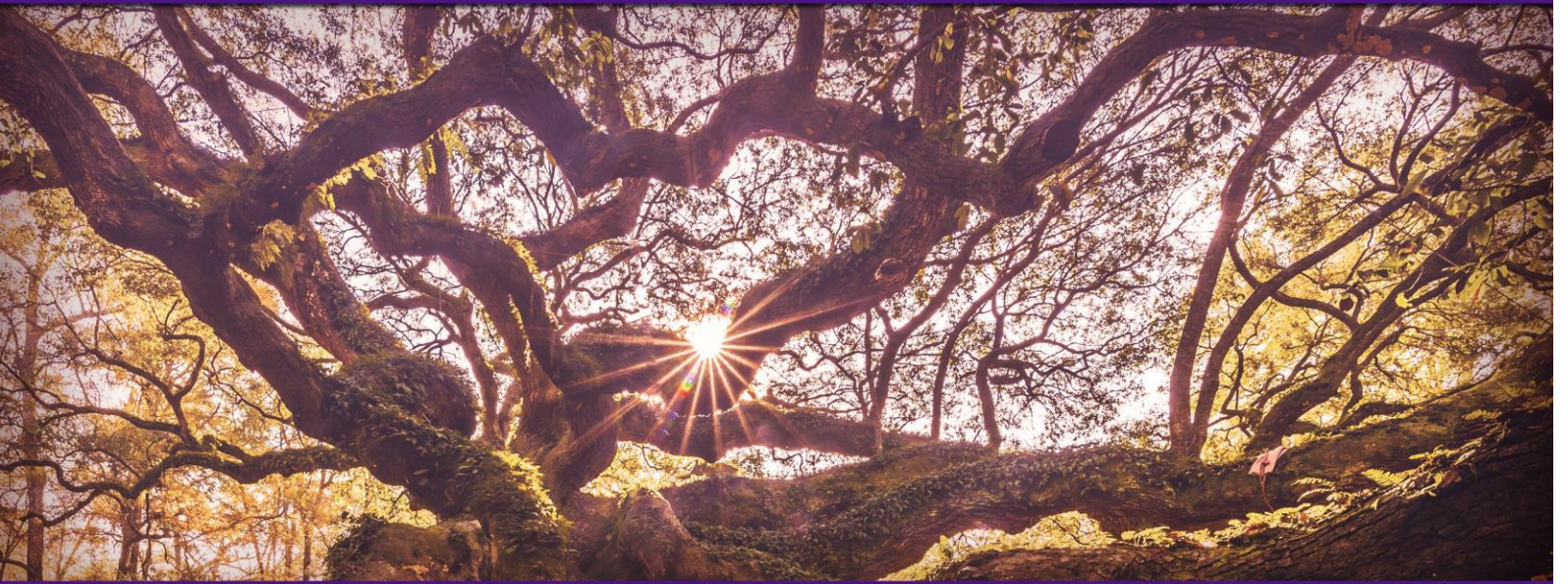
BLDG. NO. **BLDG. NAME**

- 005 Infirmery/Student Health
- 008 National Center for Preservation T/T
- 010 Warren Easton Hall
- 012 Alumni Center
- 015 Russell Hall
- 017 East Caspari Hall
- 018 Harry "RAGS" Turpin Stadium
- 019 Trisler Power Plant
- 020 Varnado Hall
- 025 A.A. Fredericks Fine Arts Center

- 026 WRAC/Intramural Building
- 028 Nesom Natatorium
- 030 South Hall
- 031 James A. Noe Military Science Building
- 042 Morrison Hall
- 043 Fournet Hall
- 044 Family & Consumer Science Building
- 046 Warehouse
- 050 Print Shop
- 051 Pruhomme Hall
- 052 Dodd Hall
- 053 St. Denis Hall
- 054 Williamson Hall
- 055 Student Services Center
- 058 Caddo Hall

- 067 Prather Coliseum
- 071 Roy Hall
- 074 Iberville Cafeteria
- 077 Friedman Student Union Building
- 081 John S. Kyser Hall
- 086 Post Office
- 088 Teacher Education Center
- 089 Health & P. E. Majors Building
- 090 Bienvenu Hall
- 091 President's Residence
- 092 Eugene P. Watson Memorial Library
- 114 Fieldhouse
- 119 Physical Plant/Central Receiving
- 120 Collins Pavilion
- 701 Aviation Science Flight Operations

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*Follow the path to Northwestern State...
Dedicated to one goal. Yours.*

Self Improvement

Driver Education

This course will consist of 30 hours of classroom instruction and a minimum of 8 hours of practice driving (behind-the-wheel instruction). You will receive a certificate verifying successful completion of the course. Please provide proof of age. Must be 14 years and 9 months old, on or before the first day of class!

Date: Spring 2017
Time: TBD
Fee: Contact the Office of Electronic and Continuing Education for more details or to register
Location: South Hall
Instructor: Kevin Warner

Beginning Cake Decorating

This course focuses on the fundamentals of cake decorating. It is designed for the cake decorating shop owner, baker, caterer, chef, or enthusiast. The class will stress classic decorating-beginning with a thorough understanding of the fundamentals. Students will also be encouraged to express themselves creatively.

Date: October 3 - November 7, Monday
Time: 5:30 - 8:00 p.m.
Fee: \$99
Location: Culinary Arts Building (behind the Student Union)
Instructor: Mary Paige

Basic Photography I

In this course you will learn the skills and techniques of taking great photographs with your DSLR camera. We will go over lighting and shooting techniques including photo composition and camera functions. This course is designed with DSLR cameras in mind, but could help those wanting to break into the field of more dynamic cameras and images.

(Participants will need a camera, Nikon DSLR preferred)

Date: September 10, Saturday
Time: 1:00 - 3:00 p.m.
Fee: \$30 or \$50 for both photography classes
Location: 225 Kyser Hall
Instructor: Corey Poole

Basic Photography II

I've taken the photo, now what? The instructor will demonstrate basic editing techniques using Photoshop that will enhance your photos. (If there are specific images you'd like help enhancing, bring them with you to class for some in-class editing.)

(Participants will need a camera, Nikon DSLR preferred, with computer cable supplied with camera or SD card reader)

Date: September 10, Saturday
Time: 4:00 - 6:00 p.m.
Fee: \$30 or \$50 for both photography classes
Location: 225 Kyser Hall
Instructor: Corey Poole

My Phone Can Do That?

This course will show you how to use the functionality of your smartphone or tablet. We will cover what all types of smartphones and tablets are capable of such as, camera, GPS (maps), app stores and applications, WiFi access vs. data charges, and music. The goal of this course is to help you become more confident in your device and help unlock the potential that your smartphone or tablet can bring to your life.

(Participants will need a smartphone or tablet)

Date: TBD
Time: TBD
Fee: TBD
Location: 106 South Hall
Instructor: TBD

Social Media

What is a #hashtag? What is a wall? How do I post pictures to my wall? Social media is how we stay connected with loved ones near and far. Come explore and learn how to make the most out of social media. This course will provide an overview of services like Facebook, Pinterest, Twitter, and Instagram.

Date: TBD
Time: TBD
Fee: TBD
Location: 106 South Hall
Instructor: TBD

Professional Development

LA Concealed Carry Class

(Space limited to first 30 students/Minimum 10 students)

9-hr (1 day) Course for LA Residents 21 and older who want to obtain a Concealed Handgun Permit. Taught by certified instructors. Learn pistol shooting fundamentals, safe handling, use of force laws, etc.

Date: September 17, Saturday Session 1
October 15, Saturday Session 2

Time: 8:00 a.m. - 6:00 p.m.

Fee: \$80 + \$20 shooting fee (to be paid at the Natchitoches Shooting Range)

Location: South Hall - Classroom
Natchitoches Shooting Range - for qualifying stage

Instructor: Kevin Billiot, Certified Instructor

Phlebotomy Technician

This five (5) week course is designed to teach entry level phlebotomy skills to students interested in pursuing a career in Phlebotomy. Students are required to complete 100 clinical hours and 100 venipunctures before they will be allowed to take the board exam. Upon satisfactory completion of this course, students will be eligible to take the National Board Certification Exam on site through the American Certification Agency for Healthcare Professionals. This course also includes Basic Life Support (BLS) Certification through the American Heart Association.

Note: Possibility of random drug screening at the student's expense at clinical sites.

Requirements:

- Must provide proof of high school diploma, GED, or official transcript
- Set of solid scrubs for clinical days (any color)
- Required textbook: Phlebotomy Essentials, 6th edition (Wolters Kluwer)

Date: October 3 - November 16, Mon, Wed, & Fri

Time: 6:00 - 9:00 p.m.

Fee: \$850 (Due Friday, September 30 - Registration fee and CPR/BLS Certification)
\$125 (Paid directly to the instructor first night of class - National Board Certification & material fee)

Location: South Hall

Instructor: Sherry Hinton, CPI
Stick It Phlebotomy, LLC

Sign Language

This course will introduce participants to the varying levels of communication within the deaf world. From general signing of words to finger spelling. This is an introduction to sign language. It is designed to broaden the understanding of those who live in a world of silence.

Date: September 13 - November 15, Tuesday

Time: 6:00 - 7:30 p.m.

Fee: \$49 + \$35 required book fee (book fee paid directly to instructor first night of class)

Location: 320 Friedman Student Union

Instructor: Greg Downs

Just for fun

Belly Dance

This class will introduce Tribal Fusion Belly Dance. This type of belly dance is a combination of several dance styles and will incorporate different styles of music. Basic steps, basic combinations, improvisation, and technique will be covered in the six weeks along with specific easy yoga poses for belly dances. Students will be able to dance to any type of music using visual and verbal cues. No dance experience necessary. Dress in comfortable clothes (tank top, yoga type pants). No shoes necessary.

Date: September 20-October 25, Tuesday

Time: 6:00 - 7:15 p.m.

Fee: \$65

Location: 127 H&HP (Health & Human Performance Bldg.)

Instructor: Scotti Rodgers

Beginning Ceramics

This course is an introduction to working with clay. The student will learn hand-building and sculptural techniques, as well as work on the potter's wheel.

There will also be room for intermediate and advanced students to take the class who want to use the facilities during the class time.

Date: September 8 - November 10, Thursday
Time: 6:00 - 8:00 p.m.
Fee: \$150 plus \$20 material fee (mat. fee paid directly to instructor first night of class)
Location: 113 CAPA (Fine Arts Annex)
Instructor: Matt DeFord

Waltz/Tango Dance Session

Ever wanted to learn the Waltz or Tango? Now is your chance. Join us for this fun and exciting two hour crash course. You will learn two dances that will be great fun when you go out dancing! You will be the hit of the dance floor!

Date: October 17, Monday
Time: 6:00 - 8:00 p.m.
Fee: \$25
Location: TBD
Instructor: Liz Haynes

Instructors Welcome!

Do you have skills, knowledge, or a hobby you want to share with the community? We would love to hear from you! Send a copy of your resume and course idea to Melanie Bedgood:

**Office of Electronic and Continuing Education
 100 South Hall
 Natchitoches, LA 71497**

If you have any questions about teaching a Non-credit course at Northwestern call 318.357.6355 or e-mail Melanie Bedgood at bedgoodm@nsula.edu!





Career Training Programs

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 any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

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- Management and Corporate
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- Hospitality and Gaming
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This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

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Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

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Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/nsu
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

MORE COURSES AVAILABLE AT OUR WEBSITES

www.gatlineducation.com/nsula

www.ed2go.com/nsu

PLEASE VISIT

<http://ece.nsula.edu/non-credit/>

FOR MORE INFORMATION OR TO REGISTER CALL

800-376-2422 or 318-357-6355

To learn more about our online non-credit courses visit

<http://www.gatlineducation.com/nsula>

& <http://www.ed2go.com/nsu/>

Pre-Registration and early payment of fees is highly recommended!

- Some classes have a maximum number of participants allowed, and early notice of intent will reserve a place for you on the activity roster.
- Your registration is complete upon receipt of payment. If class fails to meet the minimum

requirement, all fees will be refunded.

Cancellation/Refund Policy:

Electronic and Continuing Education will contact students via telephone or email as soon as a determination is made. No refunds are granted on the day the class begins or after the class begins.

Office hours for the Department of Electronic & Continuing Education

Mon-Thur: 8:00am - 12:00pm & 1:00pm - 4:30pm, Friday: 8:00am - 12:00pm

Discrimination/Disclosure Statement

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin,

disability, genetic information, age, pregnancy or parenting status, veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX): Employees/Potential Employees - Veronica M. Biscoe, EEO Officer (318.357.6359); Students - Frances Conine, Dean of Students (318.357.5286). For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Catherine Fauchaux, at 318.357.4460. Additionally, Northwestern State complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about NSU's campus security and crime statistics can be found at universitypolice.nsula.edu/annual-security-report. Full disclosure statement: universityplanning.nsula.edu/notice-of-non-discrimination.



By Mail
Mail completed form to
NSU Office of ECE
100 South Hall
Natchitoches, LA 71497



In Person
Office of Electronic &
Continuing Education
100 South Hall
During office hours



By Phone
1-800-376-2422
or 318-357-6355
During office hours



By Fax
Fax completed form
w/credit card information
to 318-357-6978

**ELECTRONIC & CONTINUING EDUCATION
EXPRESS REGISTRATION FOR NON-CREDIT COURSES**

Last Name First Name

Address

City State

Zip Code

Phone/Home Work/Cell

E-mail Address

COURSE TITLE	DATE	FEE
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PAYMENT (check one):

Check* (payable to NSU) Credit Card

* **Supply fees are to be paid directly to the instructor on the first day of class.**

* **If credit card payment please download "Credit Card Mail/Telephone Authorization Form" located at www.nsula.edu/ece/non-credit-programs.**



BUILDING KEY

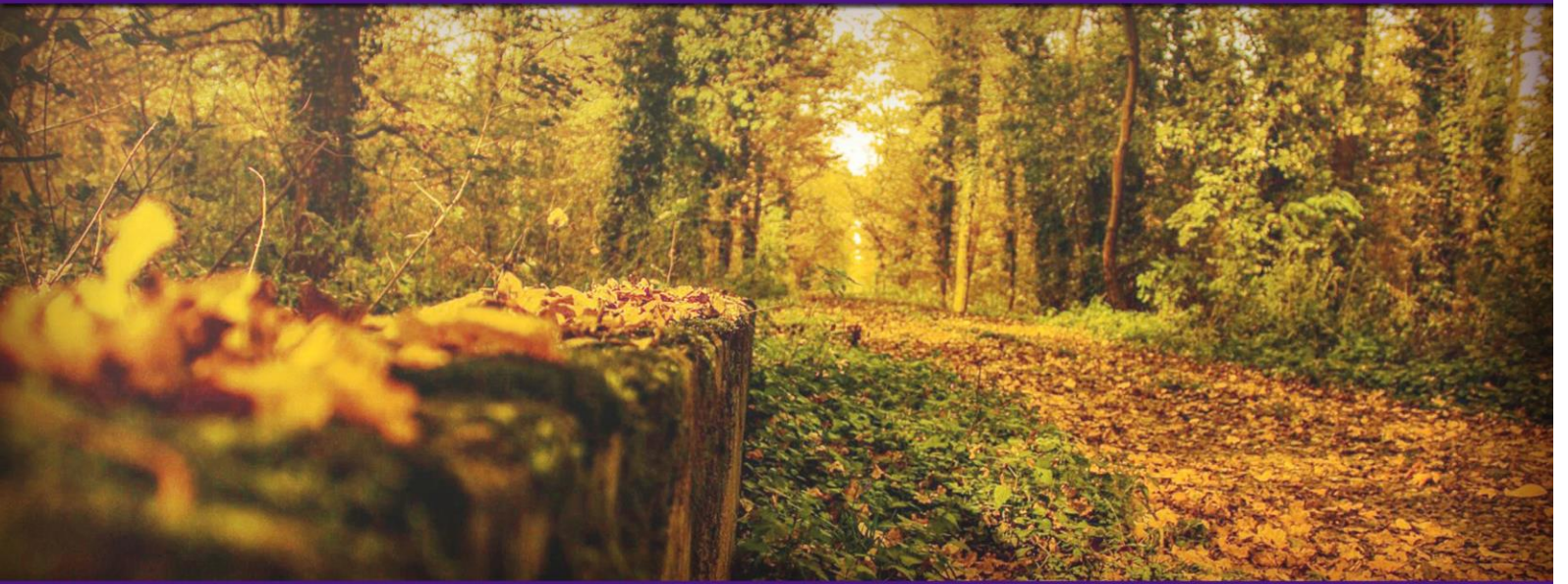
BLDG. NO. **BLDG. NAME**

- 005 Infirmery/Student Health
- 008 National Center for Preservation T/T
- 010 Warren Easton Hall
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- 058 Caddo Hall

- 067 Prather Coliseum
- 071 Roy Hall
- 074 Iberville Cafeteria
- 077 Friedman Student Union Building
- 081 John S. Kyser Hall
- 086 Post Office
- 088 Teacher Education Center
- 089 Health & P. E. Majors Building
- 090 Bienvenu Hall
- 091 President's Residence
- 092 Eugene P. Watson Memorial Library
- 114 Fieldhouse
- 119 Physical Plant/Central Receiving
- 120 Collins Pavilion
- 701 Aviation Science Flight Operations

pathways



NORTHWESTERN STATE



pathways



*Follow the path to Northwestern State...
Dedicated to one goal. Yours.*



New online registration! Visit checkout.nsula.edu to register!

Self Improvement

Driver Education

This course will consist of 30 hours of classroom instruction and a minimum of 8 hours of practice driving (behind-the-wheel instruction). You will receive a certificate verifying successful completion of the course. Please provide proof of age. Must be 14 years and 9 months old, on or before the first day of class!

Date: TBD (Spring 2017)
Time: TBD
Fee: Contact the Office of Electronic and Continuing Education for more details or to register
Location: South Hall
Instructor: Kevin Warner

Beginning Cake Decorating

This course is designed for the cake decorating shop owner, baker, caterer, chef, or enthusiast and focuses on the fundamentals of cake decorating. The class will stress classic decorating-beginning with a thorough understanding of the fundamentals. Students will also be encouraged to express themselves creatively.

Students will be responsible for the following supplies weekly:

- Minimum 3 cups of icing
- 4 cake decorating tips
- Icing bag
- Cardboard cake plate
- 1- 8 " round cake beginning week 2

Date: February 13 - March 27, Monday
Time: 5:30 - 8:00 p.m.
Fee: \$99
Location: Culinary Arts Building (behind the Student Union)
Instructor: Mary Paige

Basic Photography I

In this course you will learn the skills and techniques of taking great photographs with your DSLR camera. We will go over lighting and shooting techniques including photo composition and camera functions. This course is designed with DSLR cameras in mind, but could help those wanting to break into the field of more dynamic cameras and images.

(Participants will need a camera, Nikon DSLR preferred)

Date: TBD
Time: TBD
Fee: \$30 or \$50 for both photography classes
Location: 225 Kyser Hall
Instructor: Corey Poole

Basic Photography II

I've taken the photo, now what? The instructor will demonstrate basic editing techniques using Photoshop that will enhance your photos. (If there are specific images you'd like help enhancing, bring them with you to class for some in-class editing.)

(Participants will need a camera, Nikon DSLR preferred, with computer cable supplied with camera or SD card reader)

Date: TBD
Time: TBD
Fee: \$30 or \$50 for both photography classes
Location: 225 Kyser Hall
Instructor: Corey Poole

Introduction to Sign Language

This course will introduce participants to the varying levels of communication within the deaf world. From general signing of words to finger spelling. This is an introduction to sign language. It is designed to broaden the understanding of those who live in a world of silence.

REQUIRED TEXTBOOK: Signs of the Times by Edgar H. Shroyer and Susan P. Shroyer. ISBN: 978-1563684463.

Students must purchase the textbook prior to the first day of class. This book is not available through our bookstore but may be purchased through a variety of locations.

Date: January 23 - April 10, Monday
Time: 6:00 - 7:30 p.m.
Fee: \$49
Location: 320 Friedman Student Union
Instructor: Greg Downs

Intermediate Sign Language

This class is the continuation from Introduction to Sign Language. It will take sign learners from Chapter 13 to Chapter 25 of the text. This level will reinforce previously learned skills and continue to practice signs in order to become more proficient in sign language.

REQUIRED TEXTBOOK: Signs of the Times by Edgar H Shroyer and Susan P. Shroyer. ISBN: 978-1563684463.

Students must purchase the textbook prior to the first day of class. This book is not available through our bookstore but may be purchased through a variety of locations.

Date: January 24 - April 11, Tuesday
 Time: 6:00 - 7:30 p.m.
 Fee: \$49
 Location: 320 Friedman Student Union
 Instructor: Greg Downs

profesSional Development

LA Concealed Carry Class

(Space limited to first 30 students/Minimum 10 students)

9-hr (1 day) Course for LA Residents 21 and older who want to obtain a Concealed Handgun Permit. Taught by certified instructors. Learn pistol shooting fundamentals, safe handling, use of force laws, etc.

Date: March 18, Saturday Session 1
 April 22, Saturday Session 2
 Time: 8:00 a.m. - 6:00 p.m.
 Fee: \$80 + \$20 shooting fee
 (to be paid at the Natchitoches Shooting Range)
 Location: South Hall - Classroom
 Natchitoches Shooting Range - for qualifying stage
 Instructor: Kevin Billiot, Certified Instructor

Phlebotomy Technician

This seven (7) week course is broken down into two parts: five (5) weeks of classroom and two (2) weeks of clinical. It is designed to teach entry level phlebotomy skills to students interested in pursuing a career in Phlebotomy. Students are required to complete 100 clinical hours and 100 venipunctures before they will be allowed to take the board exam. Upon satisfactory completion of this course, students will be eligible to take the National Board Certification Exam on site through the American Certification Agency for Healthcare Professionals. This course also includes Basic Life Support (BLS) Certification through the American Heart Association. **NOTE:** Possibility of random drug screening at the student's expense at clinical sites.

Requirements:

- Must provide proof of high school diploma, GED, or official transcript
- Must pay \$125 National Board Certification & material fee to instructor the first night of class
- Set of solid scrubs for clinical days (any color)
- Student must purchase required textbook prior to the first night of class: Phlebotomy Essentials, 6th edition (Wolters Kluwer) This book is not available through our bookstore but may be purchased through a variety of locations.

Date: Jan 30 - March 20, Mon, Wed, & Fri Session 1
 9:00 a.m. - 12:30 p.m.
 April 3 - May 22, Mon, Wed, & Fri Session 2
 6:00 - 9:00 p.m.
 Fee: \$850 (A minimum payment of \$425 must be included with registration. Remaining balance must be paid through Checkout prior to the start of clinical)
 \$125 (Paid directly to the instructor first night of class - National Board Certification & material fee)
 Location: South Hall
 Instructor: Sherry Hinton, CPI
 Stick It Phlebotomy, LLC

JuSt for fun

Belly Dance

This class will introduce Tribal Fusion Belly Dance which incorporates different styles of music and dance combinations. Basic steps, improvisation and techniques will be covered during the 4 classes. Students will be able to dance to any type of music using visual and verbal cues. No dance experience necessary. Dress in comfortable clothes (tank top, yoga type pants). No shoes necessary.

Date: February 7 - March 7, Tuesday
(Skip February 28)
Time: 6:00 - 7:00 p.m.
Fee: \$45
Location: 127 H&HP (Health & Human Performance Bldg.)
Instructor: Scotti Rodgers

Beginning Ceramics

This course is an introduction to working with clay. The student will learn hand-building and sculptural techniques, as well as work on the potter's wheel.

There will also be room for intermediate and advanced students to take the class who want to use the facilities during the class time.

Date: January 26 - March 30, Thursday
Time: 6:00 - 8:00 p.m.
Fee: \$150 plus \$20 material fee (mat. Fee paid directly to instructor first night of class)
Location: 113 CAPA (Fine Arts Annex)
Instructor: Matt DeFord

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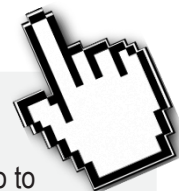
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New Online Registration!

Enrolling in Non-Credit courses is now fully online! Go to checkout.nsula.edu to view course listings and to register. You will create an account for the student that is enrolling, so be sure to provide accurate information! For more detailed step-by-step instructions, see page 6. Enrollment is first come first serve.

If you have any questions about the new enrollment system, please contact the Office of Electronic and Continuing Education at 318.357.6355 or Melanie Bedgood at bedgoodm@nsula.edu!





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FOR MORE INFORMATION OR TO REGISTER CALL

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To learn more about our online non-credit courses visit

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Register for All Non-Credit Courses Online!

Visit checkout.nsula.edu and register through the online registration system.

How to Register:

- Search for the course you want to register for in the “Course Search” section of the page.
- Select the category “Non-Credit Courses” to see the tailored results.
- View all currently offered courses by selecting “Non-Credit Courses” in the “Program Search” on the right.
- Click on the course title to see the course description, and register using the button at the bottom of the page “Register/Sign In Now.”
- Follow the instructions provided to create a student account.
- Some classes have a maximum number of participants allowed. Early registration is recommended.
- Online payment is required at the time of registration. If the class fails to meet the minimum enrollment requirement, all fees will be refunded.



If you have any questions, please contact the Office of Electronic and Continuing Education at 318.357.6355 or e-mail Melanie Bedgood at bedgoodm@nsula.edu.

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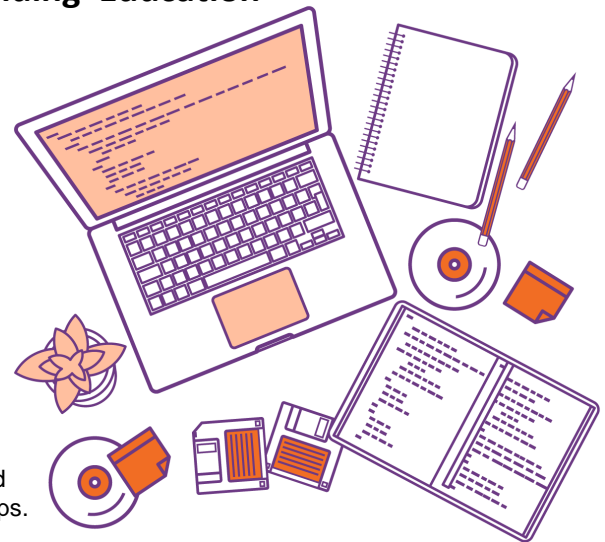
No refunds are granted once the class begins.

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Full disclosure statement: universityplanning.nsula.edu/notice-of-non-discrimination.





BUILDING KEY

BLDG. NO. **BLDG. NAME**

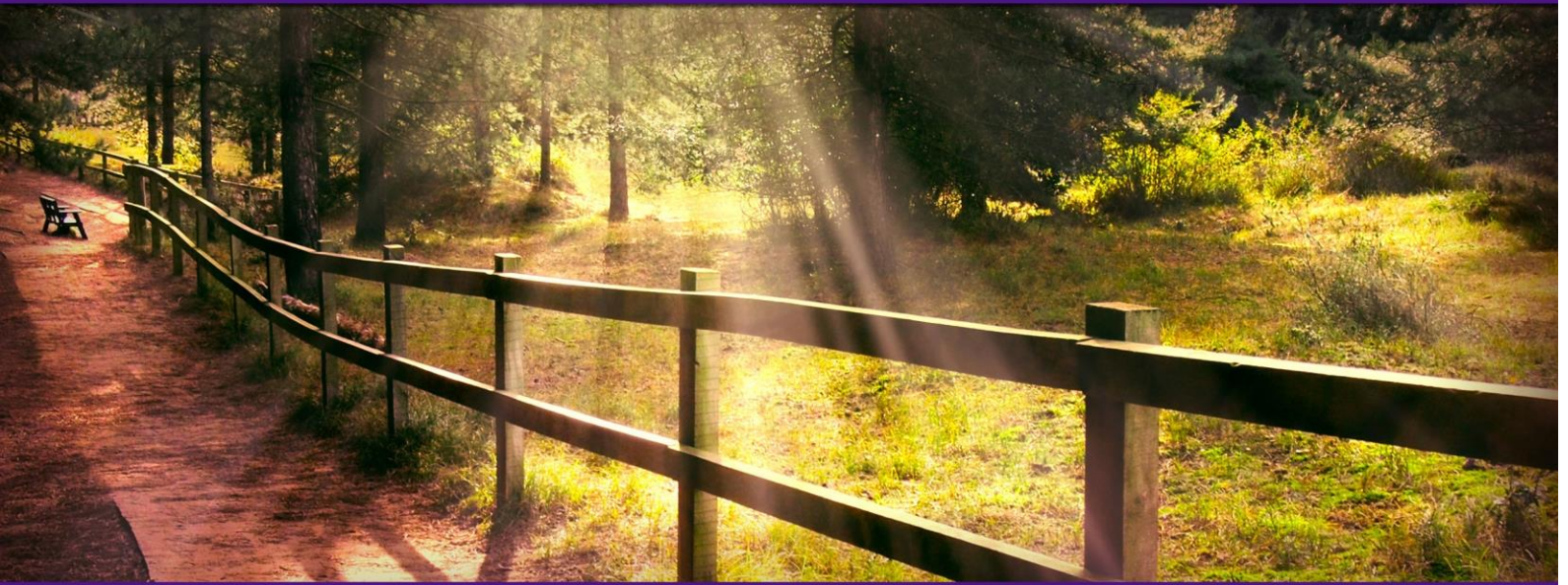
- 005 Infirmary/Student Health
- 008 National Center for Preservation T/T
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For larger interactive map, visit <http://nsula.hostexp.com/>

pathways



NORTHWESTERN STATE