**Just 4 Fun**

**Beginning Ceramics: or Playing in the Mud**
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.

- **Date:** Jan. 12-Apr. 12, Thurs
- **Time:** 6-8 p.m.
- **Fee:** $150
- **Location:** CAPA, Rm. 113 (New Creative & Performing Arts Bldg.)
- **Instructor:** Matt DeFord

**Beginning Guitar**
No prerequisite skill required. The focus is on humming and strumming familiar tunes; music appreciation and enjoyment. You will learn basic major and minor chords. Weekly practice sessions will include familiar songs. We will compile a collection of at least 25 familiar songs that you will learn to play in 6 easy lessons. Home practice will be required in order to achieve successful results. Students should be at least 11-years-old. (Self-motivation to practice and learn is a must.) Singing is encouraged, but not required.

- **Date:** Jan. 24-Mar. 6, Tues
  (class will not meet on Feb. 20)
- **Time:** 5:30 – 6:30 p.m.
- **Fee:** $59 + $10 material fee (mat. Fee paid directly to instructor first night of class)
- **Location:** NSU Middle Lab School
- **Instructor:** Philip McClung

**Belly Dance - Level I**
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 a choreographed dance will be covered in the six weeks. No dance experience necessary. Dress in comfortable clothes (tank top, yoga type pants). No shoes necessary.

- **Date:** Feb. 28-Apr. 3, Tues
- **Time:** 6:30-7:45 p.m.
- **Fee:** $65
- **Location:** NSU WRAC
- **Instructor:** Cheryl Gianforte

**Scrapbooking Saturdays**
Bring your own scrapbooking supplies to work on your projects all day. You will have use to the following tools: Cricut Machine with over 50 Cartridges (you can also bring your own machine) Laptop, Printer for Journaling, Internet Access, a variety of stamps and inks. You can crop all day on your own projects and get assistance from Terrie McCallister, who has been scrapping for over 7 years. There will also be make and take classes on a variety of topics including stamping, using the cricut, gypsy and a minibook class. An additional fee of $15.00 is required for the mini-book class.

- **Date:** Mar. 17, Apr. 14, May 12, & June 16, Sat
- **Time:** 9 a.m.-9 p.m.
- **Fee:** $30 each Sat or $100 to attend all four Sat
- **Location:** Dodd Hall, Rm. 132-B
- **Instructor:** Terrie McCallister

**Intermediate Guitar**
Students should be able to successfully demonstrate the major, minor, and 7th chords learned in the beginner class, or possess equivalent skills and knowledge to enroll. Recognition of chords called by name, and relatively confident changing from chord-to-chord should be demonstrated. Students will continue to use chords learned at the beginner level. We will add major 7ths, flats, sharps, and other specialized chords to the mix. Focus will then shift to styles of playing, experimentation with rhythm patterns, basic finger picking, transposing keys, and solo and ensemble performance of familiar songs. Singing is encouraged, but not required. Emphasis will be on traditional rock and blues playing techniques. Intermediate students will also practice tuning their own instruments using digital tuners, piano, pitch pipes, tuning software, and free-tuning by ear.

- **Date:** Jan. 24-Mar. 6, Tues
  (class will not meet on Feb. 20)
- **Time:** 6:30 –7:30 p.m.
- **Fee:** $59 + $10 material fee (mat. Fee paid directly to instructor first night of class)
- **Location:** NSU Middle Lab School
- **Instructor:** Philip McClung
**Instant Piano for Hopelessly Busy People**

If you yearn to experience the joy of playing piano, but you don’t want years of weekly lessons, this short course is for you. Simply spend one enjoyable evening learning how to play the piano the way the pros do - with chords. Save time and money with this innovative approach that shows you the easy way to play several songs right in class - then develop your techniques at home using the practice CD provided by the instructor. This is an absolutely beginning class in chord piano techniques that will have you playing your favorite songs soon after this one session, and if you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll. If not, send a SASE for a free pamphlet to Music Masters, 90 Molly Lane Ringgold, GA, 30736. Then register with confidence. Instructor will collect $25 for book and 68-minute practice CD in class.

**Topics include:**
- How chords work in music
- Musicians’ “shortcuts”
- How to “speed read” sheet music
- How to derive all major, minor, and seventh chords
- How to handle different keys and time signatures
- Simple techniques of “counting”
- How to substitute for 12,000 complex chords

**Date:** Jan. 30, Mon

**Time:** 6-9:30 p.m.

**Fee:** $55 + $25 Material Fee (to be paid directly to Instructor first night of class.)

**Location:** Creative & Performing Arts Bldg., Rm. 228

**Instructor:** David Haynes

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**Basic Floral Design**

Do you have an interest in floral design? Learn basic floral design including how to make a bow, various wiring techniques for flowers, how to design a centerpiece, and much more! This class is for beginning floral designers who want to learn “how the pros do it”! If you have a love for flowers and would like to know how to arrange them, this class is for you! Whether you would like to enter the floral industry as a designer assistant, or just want to arrange flowers at home, this class will teach you the basics you need to know!

**Date:** Feb. 4, 11, & 18, Sat

**Time:** 1 - 4 p.m.

**Fee:** $200 tuition plus $100 supply fee

**Location:** The Master’s Bouquet 108 South Dr., Natchitoches

**Instructor:** Dawn Martin (LA State Licensed Florist, member of SAF & LSFA)

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**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:** Feb. 2-Apr. 5, Thurs

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

**Fee:** $99

**Location:** TBD

**Instructor:** Mary Paige
Self Improvement

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

Date: Jan. 18-May 11, Mon, Wed, & Fri
Time: 10-11 a.m.
Fee: $95
Location: Nesom Natatorium
Instructor: Denise Poleman

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 15 years old, on or before the first day of class!

Date: Contact the Office of Electronic and Continuing Education for dates.
Time: TBD
Fee: $325
Location: TBD
Instructor: Kevin Warner

ACT Prep
This course will prepare students for all sections of the ACT exam, including English, math, reading, science reasoning, and writing. The course will use retired exams to give students valid pre- and post-test scores. This data will also be used to make sure that areas of need are addressed. Students will review the necessary content and examine test taking strategies, maximizing their score improvements. The course materials include additional exercises for further review.

Lunch will be on your own and for one hour each day. Registration for this course does not include registration for the exam. You may register for the ACT Exam online at ACT.org or call ACT at 1-800-525-6926.

Date: Pre-test: Mar. 3, Sat
Classroom- Mar. 10-31, Sat
Time: 9 a.m. – 4 p.m.
Fee: $189 (includes materials)
Location: Russell Hall, Rm. 213
Instructor: TBD
Professional Development

Notary Exam Prep: Scenario Class

For the first time offered in north Louisiana, a notary study class geared solely to the most difficult portion of the notary public examination: the Scenarios. This class will start with general legal writing tips, then move onto the substantive information necessary to write a proper legal instrument, worthy not only of a passing grade on the exam, but more importantly, worthy of sound notarial practice. Participants will use class time and personal time preparing notarial acts from scenario facts, which will be turned in to the instructor for useful and valuable critique. This course is geared to those who have already taken the exam and need further instruction for the Scenario portion of the exam. Participants should have knowledge of the materials contained in the “Fundamentals of Louisiana Notarial Law and Practice.”

Date: March 14, 21, April 4, 11, 18, 25, May 2, & 9, Wed
(Class will not meet March 28)
Time: 6:30-8:30 p.m.
Fee: $179-(Textbook not included)
Location: Russell Hall, Rm. 122
Instructor: Robin Jones

Distance Learning Notary Exam Prep Course

Introduction to Notary Public Fundamentals. This 32-hour course is an introduction to notary public fundamentals, with an emphasis on the multiple choice and research portions of the statewide exam. This course is being offered in cooperation with Louisiana State University Shreveport. Textbook information below. PLEASE ORDER BOOKS PRIOR TO FIRST CLASS MEETING.

Date: March 3, 10, 17, 24, April 14, 21, 28, May 5, Sat
(Class will not meet March 31 & April 7)
Time: 1 -5 p.m.
Fee: $289-(Textbook not included)
Location: Russell Hall, Rm. 122
Instructor: Robin Jones

“Louisiana Civil Code (LLC),” 2-volumE publication by Thomson/West, edited by A.N. Yiannopoulos. This book is used in the open-book portion of the Notary Exam. It is available through the LSUS Bookstore at a cost of $212 plus tax (price subject to change).

Out-of-state residents are not permitted to take this exam. To sit for the State Notary Exam, you must be registered with the Louisiana Secretary of State. The deadline for the June 2, 2012 exam is April 18, 2012 (NO EXCEPTIONS). Forms to apply can be found at www.soslouisiana.gov or call (225) 922-0507 for further information.
Society for Human Resource Management Certificate Prep Course

The key to the success of the PHR/SPHR certification and the SHRM Learning System is the relevance of the content to the needs of today’s HR professionals. The SHRM Learning System teaches the six modules covering the HR Certification Institute body of knowledge tested in PHR/SPHR exams. This intensive 7 week program offered by Northwestern State University in partnership with the Society for Human Resource Management (SHRM) is designed primarily for individuals seeking the most sought-after HR certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®). The course investment includes all course materials but does not cover registration for the PHR or SPHR examinations.

PHR and SPHR Exam Requirements: To apply for either the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR), candidates must have a combination of education and professional HR experience. For more information, visit www.HRCI.org.

Date: Jan. 21, 28, Feb. 11, 25, Mar. 10, 24, & 31, Sat
Time: 8 a.m. - 1:30 p.m.
Fee: $925 (includes SHRM Learning System Materials)
Location: NSU Campus/Natchitoches
Russell Hall, Rm. 113
Instructor: Billy Benefield, Jr.

Louisiana Retail Florist Exam Prep Course (87 Hours/2 Weeks)

The State of Louisiana Department of Agriculture and Forestry requires the licensing of retail florists. In order to obtain a LA Retail Florist License one must first pass the LA Retail Floral Exam. This 87 hour course is designed to aid the individual in their preparation of the LA Retail Florist Exam. The basic knowledge of floral design has been carefully simplified for the purpose of training students for a career in the floral industry.

7 hours/classroom
These hours will serve to acquaint students with the instructor and other students and to review the latest textbook and study material recommended by the LA Dept. of Agriculture and Forestry for the LA Retail Florist Exam. Reading material and individual textbooks will be provided to every student enrolled in this course.

80 hours/worktable
Students will be provided with hands on training in a reputable flower shop under the instruction and supervision of Dawn Martin, a LA Licensed Florist who has over 20 years experience as a retail florist, shop owner, manager, designer, and instructor in the retail floral industry. Students will be trained in the art of floral design as well as the latest techniques in the processing and care of fresh cut flowers and other knowledge necessary to help them prepare for the LA State Retail Florist Exam.

NOTE: Although all requirements for the LA State Retail Florist Exam will be taught to every student enrolled, it is the student’s responsibility to prepare for and pass the exam.

Date: Feb. 18 & 25, Sat (classroom)
Feb. 20 - Mar. 2, Mon - Fri (worktable)
Time: Sat - 5 - 8:30 p.m. (classroom)
Mon - Fri - 8 a.m. - 5 p.m. (worktable)
Fee: $1638 (includes textbook & materials)
$889 mat. fee pd. directly to instructor prior to start of class
Location: Classroom instruction-Dodd Hall, Rm. 132-B
Worktable instruction-The Master’s Bouquet, 108 South Dr., Natchitoches
Instructor: Dawn Martin (LA State Licensed Florist, member of SAF, & LSFA)
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.

More Courses Available at Our Websites:


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.

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.

FOUR EASY WAYS TO REGISTER WITHOUT LEAVING HOME OR WORK!

• **Mail** completed registration form with payment to:
  Northwestern State University,
  Office of Electronic and Continuing Education,
  Dodd Hall, Room 100,
  Natchitoches, LA 71497

• **Telephone:**
  (1-800-376-2422 or 318-357-6355).
  Use MasterCard, Visa or American Express
  Call between 7:00 AM-12:00PM, 1:00PM-4:30 PM(Monday-Thursday) & 8:00AM-12:00PM (Friday).

• **Fax:** (318-357-6978). Fax completed form including credit card information.

• **Drop by** the Office of Electronic and Continuing Education,
  Dodd Hall, Room 100

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**EXPRESS REGISTRATION FOR NON-CREDIT COURSES**

Last Name___________________________First Name_______________________
Address_____________________________________________________________
City_______________________________State_____________________________
Zip Code_____________________________________________________________
Phone/Home________________________Work/Cell_________________________
E-mail Address________________________________________________________

Please send a separate check for each course.
SUPPLY FEES ARE TO BE PAID DIRECTLY TO THE INSTRUCTOR DURING THE FIRST CLASS!

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PAYMENT (check one):

- Check (payable to NSU)
- Visa
- MasterCard
- American Express

Account# ________________________________ CVV2# ____________
Expiration Date ________________MM___________YY

CardHolder Name_____________________________________________________
Authorizing Signature X________________________________________________
Authorizing Amount___________________________________________________