

CATALOG OF CLASSES

The Center for Extended and Distance Education at Austin Peay State University offers a wide selection of creative educational opportunities, including

- Noncredit courses**
- Business-related training**
- Professional development**
- Continuing professional education**
- Online certification programs**

For details about the courses and programs available from the Center, please call (931) 221-7816 or visit our Web site at www.apsu.edu/ext_ed.

For a printable catalog with course descriptions, visit the Web site at http://www.apsu.edu/ext_ed/noncredit_classes.htm.

REGISTRATION

Registration begins as soon as you receive your catalog and continues until classes have filled or started. Students must register and pay fees through our office before attending class. Payments are not accepted at the door. Austin Peay accepts cash, money orders, checks, MasterCard and VISA (credit or debit.) There are four ways to register for classes:

By Telephone: Register by telephone using your VISA or MasterCard credit or debit card. Call (931) 221-7816, 9 a.m. to 4 p.m., Monday – Friday.

By Mail: Make checks payable to APSU. Mail your completed registration form with your check, money order, debit or credit authorization to

APSU Center for Extended and Distance Education
P. O. Box 4678
Clarksville, TN 37044

A printable registration form is available at <http://www.apsu.edu/images/register.pdf>. Registrations must be received no less than three business days prior to the start of the class for which you register.

By Fax: Fax your completed registration form with signed credit or debit card authorization to (931) 221-7748.

In Person: You may register in person in our offices on the APSU Campus, McReynolds Building, room 118, between 9 a.m. – 4 p.m., Monday – Friday.

Additional Information

The Center reserves the right to make changes in course offerings announced in this schedule as conditions require. Textbook prices may vary with availability. The Center reserves the right to cancel classes that do not meet minimum enrollment requirements. Students will be notified by phone of changes or cancellations. A full tuition refund will be made for classes canceled by the Center.

Refund Policy

All payments will be refunded in the event a course is canceled by the Center for Extended and Distance Education. Other requests for a refund of course fees may be made by phone, fax, mail or in person. Request for refunds of course fee received one week (five working days) or more before the start date of the class will receive a full refund. No refunds of fees or transfer of fees will be made once a class has started. Students who request refunds prior to the start of the class but less than five working days prior to start date will have the option of transferring to another class. Escrowed funds will be held for no more than one year and may be applied to the fees for any other course offered by the Center. Funds that are unused in one year will be forfeited.

Early Registration Discount

Register at least 15 business days before the start date of your class and receive a 10 percent discount on the course fee. Discount does not apply to online and contract classes.

University Holidays

Noncredit classes will not meet on Sept. 7, Nov. 26-27, Dec. 24-31, 2009, Jan. 1, Jan 18 and April 2, 2010.

BUSINESS & PROFESSIONAL DEVELOPMENT

Bookkeeping Basics for Small Business.....\$100

Dates Sept. 21 – 30, 2009
Days/Times.....Mondays and Wednesdays, 6 - 8 p.m.

Explore the basics of double entry business bookkeeping. Even if you use software to keep your books, you need to understand the fundamentals. This course introduces students to debits and credits, profit and loss statements, basic tax record keeping and simple double entry ledgers. Early registration discount applies. Early registration discount applies.

Everything About Small Business HR You Wanted To Know\$76

Dates Sept. 21 - 22, 2009
Dates Nov. 16 - 17, 2009
Days/Times..... Monday and Tuesday, 6 - 9 p.m.

Designed for the small business owner or manager, this class will cover the basics of human resource management for a small operation including compensation and benefits, workforce planning, hiring, employee retention, firing, health and safety issues, state and federal rules and forms – in short, all you need to know to manage your most valuable resource – your employees. . Early registration discount applies

QuickBooks for Small Business\$130

Dates Nov. 2 – 11, 2009
Days/Times.....Mondays and Wednesdays, 6 - 8 p.m.

Designed for small businesses using QuickBooks for their financial record keeping, this class explores QuickBooks as a business tool. Students should have completed QuickBooks Basics or equivalent. This class includes information of tax preparation, payroll records, financial reports and business tracking. Early registration discount applies. . Early registration discount applies

Surviving Tough Financial Times--Budgeting 101

.....\$62
Dates Aug. 17-19, 2009
Days/Times.....Monday and Wednesday, 7 – 9 p.m.
Dates Jan. 19 – 26, 2010
Days/Times..... Tuesdays, 7 - 9 p.m.

Learn the basics of everyday budgeting for both home and business. Explore a variety of tested, successful tools to make your dollars go farther. Perfect for new graduates, newlyweds, new business owners and recent retirees, this class will help you develop a budget you can live with, improve your credit and make your money grow. . Early registration discount applies

Strategic Planning for Small Business...\$125

Dates Sept. 21 – Oct. 19, 2009
Days/Times..... Mondays, 6 - 8 p.m.

Make your business bloom with strong strategic planning skills to create, develop and implement the steps to reach your goals. Learn the art of formulating, developing, implementing, monitoring and evaluating system-wide decisions by integrating your organizations resources to attain your objectives. This powerful tool will help you build a strong planning team, determine decision making processes, identify barriers, measure successes, engage and involve your employees in the process, establish and implement goals and review strategies for improvement. . Early registration discount applies

HUMAN RESOURCE CERTIFICATE

HR Certificate--Part 1\$127

Dates Aug. 27 - Sept. 24, 2009
Days/Times..... Thursdays, 6 - 8 p.m.

HR Certificate--Part 2\$127

Dates Oct. 1 – 29, 2009
Days/Times..... Thursdays, 6 - 8 p.m.

HR Certificate--Part 3\$127

Dates Nov. 5 – Dec. 10, 2009
Days/Times..... Thursdays, 6 - 8 p.m.

Led by a certified human resource professional and based on the elements required for the PHR exam, this three-part certificate program is designed for small business human resource managers, business owners and others whose responsibility includes the Human Resource function. Students who successfully complete Parts 1, 2 and 3 will receive a certificate of competence in human resource management. For additional information, call (931) 221-6487.

In Part 1, students will explore strategic human resource management and workforce planning and employment. Early registration discount applies.

In Part 2, students will explore strategic human resource training and development, compensation and benefits. Early registration discount applies.

In Part 3, students will explore employee and labor relations, and health, safety and security issues. Early registration discount applies.

CREATIVE ARTS

Introduction to Drawing\$170

Dates Aug. 20 – Sept. 24, 2009

Days/Times..... Thursdays, 6 - 8 p.m.

Explore your artistic talents with this introduction to the

art of drawing. Explore perspective, proportion, modeling, shading, composition and various drawing media in an informal group study format. Try your hand at still-life, landscape, architectural and figural drawing. All supplies will be furnished at the first class. Early registration discount applies.

Drawing with Pastels.....\$104

Dates Oct. 1 – 22, 2009

Days/Times..... Thursdays, 6 - 8 p.m.

Expand your drawing skills as you learn the art of drawing with pastels, soft colored chalks that create a unique and beautiful effect. This hands-on class is a relaxed exploration of the medium and an opportunity to further develop your drawing technique. Assumes students have completed Introduction to Drawing class. Early registration discount applies.

Introduction to Watercolor Painting\$175

Dates Oct. 29 – Dec. 10, 2009

Days/Times..... Thursdays, 6 - 8 p.m.

Learn the basics of watercolor technique in this relaxed, hands-on class for beginners. Explore the use of watercolor paints, various brush styles, varied painting techniques and resists, washes and stains. Come prepared to let your imagination soar as you uncover the artist inside you. Early registration discount applies.

Watercolor Painting, Intermediate\$170

Dates Jan. 14 – Feb. 18, 2010

Days/Times..... Thursdays, 6 - 8 p.m.

Continue to explore the beauty and serenity of watercolor painting. Discover new techniques and tools to make your paintings bloom. Assumes student has completed Watercolor Basics and has a good grasp of basic drawing skills. Early registration discount applies.

Watercolor Painting--Advanced Techniques .

.....\$170

Dates Feb. 25 – April 1, 2010

Days/Times..... Thursdays, 6 - 8 p.m.

Expand your watercolor painting skills with this advanced techniques class. Learn to create a variety of illusions, experiment with brushes and other tools, improve your composition and develop

your technique. This hands-on class assumes the student has completed both Introduction to Watercolor Painting and Watercolor Painting Intermediate classes and has a strong grasp of basic drawing skills. Early registration discount applies.

JOB READINESS

Get the Job Interview Skills.....\$50

DateSept. 14, 2009

DateSept. 28, 2009

Day/Time Monday, 6 - 9 p.m.

Stand out from the crowd with strong interview skills and get the job you want. Explore the rules for getting the interview, your personal presentation, answering interview questions and follow up tips that will make them want to hire YOU. Early registration discount applies.

Grammar Refresher.....\$125

Dates Oct. 13 – 27, 2009

Days/TimesTuesdays and Thursdays, 6 - 8 p.m.

Whether you are writing for your job, school, a volunteer program or your personal correspondence, using correct grammar is important. This class is designed to “remind” you of the grammar rules you learned in school and to make your writing stronger, more accurate and more impressive. Perfect also for adult students returning to college and office professionals. Early registration discount applies.

Resume Writing Workshop.....\$64

Dates Sept. 8 - 9, 2009

Dates Oct. 6 - 7, 2009

Days/TimesTuesday and Wednesday, 6 - 8 p.m.

Your resume is the marketing tool to sell your most valuable resource – yourself. Make sure yours is strong, accurate and impressive with this hands-on seminar designed to help you create a resume that gets that interview. Early registration discount applies.

Put your Best Foot Forward--Etiquette for Modern Business.....\$37

Date Oct. 12, 2009

Day/Time Monday, 6 - 8 p.m.

Enhance your business success with this important seminar and avoid ever being embarrassed in a business situation again. Explore the "rules" of basic business etiquette including introductions and handshakes, interaction in mixed-gender meetings, business table manners, pecking orders and hierarchies, and all the other aspects of civilized business behavior. Early registration discount applies.

LANGUAGE AND CULTURE

Sign Language Basics--Part 1.....\$193

Dates Sept. 14 – Oct. 19, 2009

Dates Jan. 25 – March 1, 2010

Days/Times..... Mondays, 6 - 8 p.m.

This class is for the student who wants to acquire American Sign Language (ASL) skills to communicate with deaf individuals. Each unit will revolve around a major language function such as introducing oneself, exchanging personal information, making requests, talking about family and occupations, giving directions, attributing qualities to others and talking about routines. This class will be taught without the use of voice. It is highly interactive and promises to be fun as well as educational. Deaf Culture is incorporated throughout the class. . Early registration discount applies

Sign Language Basics--Part 2.....\$193

Dates Oct. 26 – Nov. 30, 2009

Dates March 8 – April 12, 2010

Days/Times..... Mondays, 6 - 8 p.m.

Sign Language 2 is for students who have completed Part 1 and wish to continue their study of American Sign Language skills. This class is taught without the use of voice. The same text used for Part 1 will be used for Part 2. Early registration discount applies.

Japanese Language & Culture\$175

Dates Sept. 14 – Oct. 19, 2009

Dates Jan. 25 – March 1, 2010

Days/Times..... Mondays, 6 - 8 p.m.

Explore the language and culture of Japan. Students will explore the fundamentals of oral communication in Japanese and learn about the Japanese alphabet. Hear the words pronounced properly and practice pronunciation. Learn the basics of the spoken language in practical situations and settings. Discover the culture, music, art, food and customs of the country. This course does not assume any previous experience with the language. Early registration discount applies.

Spanish Language & Culture--Part 1\$155

Dates Sept. 17 – Oct. 22, 2009

Dates Jan. 21 – Feb. 25, 2010

Days/Times..... Thursdays, 6 - 8 p.m.

Students will explore the fundamentals of verbal communication in Spanish. Hear the words pronounced properly and practice pronunciation. Learn the basics of the spoken language in practical situations and settings. This course does not assume any previous experience with the language. Early registration discount applies.

Spanish Language & Culture--Part 2\$155

Dates Oct. 29 – Dec. 10, 2009

Days/Times..... Thursdays, 6 - 8 p.m.

Gain comfort in Spanish-speaking situations by learning even more new phrases you can put to immediate use. Assumes the student has completed Spanish Language & Culture--Part 1 or similar experience. Early registration discount applies.

COMPUTERS

What's New in MS Office 2007.....\$62

DateSept. 3, 2009

DateFeb. 4, 2010

Day/Time Thursday, 6 - 9 p.m.

Now that you've upgraded from Office XP or 2003 to the new and improved Office 2007, you need to learn the tricks and techniques to make the new software work for you. Office 2007 has a whole new look and some exciting new components that you can explore as you discover and master the "changes" in the upgraded versions of Word, Excel and PowerPoint. This class is not a "beginner's" course. It is designed for MS Office users with at least basic skills in Office 2003 or XP who need to upgrade their skills to Office 2007. Early registration discount applies.

What's New in MS Word 2007.....\$62

DateAug. 20, 2009

Day/Time Thursday, 6 – 9 p.m.

DateFeb. 9, 2010

Day/Time Tuesday, 6 - 9 p.m.

Learn the tricks and techniques to make Word 2007 work for you. Explore and master the "changes" in the upgraded version. This class is not a "beginner's" course. It is designed for MS Word users with at least basic skills in Word 2003 or XP who need to upgrade their skills to the new 2007 format. Early registration discount applies

What's New in MS Excel 2007\$62

DateAug. 27, 2009

DateFeb. 11, 2010

Day/Time Thursday, 6 - 9 p.m.

Excel 2007 has a whole new look and some exciting new components that you can explore as you discover and master the "changes" in the upgraded version. This class is not a "beginner's" course. It is designed for MS Excel users with at least basic skills in Excel 2003 or XP who need to upgrade their skills to the new 2007 format. Early registration discount applies

The World of Personal Computers.....\$165

Dates Sept. 15 - 29, 2009

DatesFeb. 16 – March 2, 2010

Days/TimesTuesdays and Thursdays, 6 - 8 p.m.

The World of Computers is an easy, fun way for computer novices to learn how to use computers, Windows XP, the Internet (IE7), email basics, and word processing using Microsoft Word 2007. The course will cover elementary computer concepts and introduce basic navigation such as the mouse, the cursor, the desktop, and the taskbar. Students are introduced to basic file browsing and file management, Web browsing and Internet basics, a discussion of webmail, email attachments and email security including scams, phishing, and spam. . Early registration discount applies

MS Word 2007\$137

Dates Oct. 1 - 15, 2009

DatesMarch 4 – 18, 2010

Days/TimesTuesdays and Thursdays, 6 - 8 p.m.

Learn to create, edit and organize documents. With your new skills you can make tables, flyers, invitations, and letters--whatever your communication needs. Students should be computer literate, though no previous MS Word experience is necessary. (*The World of Personal Computers* is a good preparation for this class.) Early registration discount applies.

MS Word 2007 Intermediate.....\$137

DatesOct. 20 – Nov. 3, 2009

DatesMarch 23 – April 6, 2010

Days/TimesTuesdays and Thursdays, 6 - 8 p.m.

Expand your Word skills and improve your communications. Explore the intermediate functions of MS Word 2007 including mail merge, tables and charts, formats and style sheets and webpage layout. MS Word Basics or comparable experience is required. Early registration discount applies.

MS Excel 2007\$137

Dates Nov. 5 – 19, 2009

Days/TimesTuesdays and Thursdays, 6 - 8 p.m.

Learn how spreadsheets can simplify your workload with Microsoft's popular Excel software. Automatically calculate and display data as you create spreadsheets. Learn to enter data, navigate in a worksheet, move copy and insert rows and ranges. Explore the use of formulas and functions. Get organized and get going with Excel for beginners. Early registration discount applies

MS Excel 2007 Intermediate\$137

DatesDec. 1 – 15, 2009

Days/TimesTuesdays and Thursdays, 6 - 8 p.m.

Learn how to work faster and more productively by using many of Excel powerful features, such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques. Completion of MS Excel Basics or comparable experience is required. Early registration discount applies.

MS PowerPoint 2007 Basics\$137

DatesJan. 19 – Feb. 2, 2010

Days/TimesTuesdays and Thursdays, 6 - 8 p.m.

Learn how to use MS PowerPoint 2007 to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web. You'll also learn how to save your presentations in HTML so they can be shared with others over the Web, and you'll discover some of the exciting new features exclusive to PowerPoint 2007, such as the Package-for-CD feature, the Research task pane, and the updated PowerPoint Viewer. Early registration discount applies.

QuickBooks for Beginners\$130

Dates Oct. 5 – 14, 2009

Days/TimesMondays and Wednesdays, 6 - 8 p.m.

Save time on every day financial tasks for both personal and business use. Designed for beginning students, this class explores the software's wide range of tools and tasks. Learn to accurately manage your financial data, complete tasks with familiar forms and automatic updates and generate powerful reports. Early registration discount applies.

QuickBooks Intermediate\$130

Dates Oct. 19 - 28, 2009

Days/TimesMondays and Wednesdays, 6 - 8 p.m.

Designed for students who have already completed *QuickBooks for Beginners* or equivalent, this class expands the students' knowledge of Quickbook's many tools and tasks. Building on skills learned in the basic class, students will learn to create reports, charts and financial reports, prepare for tax time and keep their finances organized. Early registration discount applies.

QuickBooks for Small Business\$130
Dates Nov. 2 – 11, 2009
Days/Times Mondays and Wednesdays, 6 - 8 p.m.

Designed for small businesses using QuickBooks for their financial record keeping, this class explores QuickBooks as a business tool. Students should have completed *QuickBooks for Beginners* or equivalent. This class includes information of tax preparation, payroll records, financial reports and business tracking. Early registration discount applies.

TEST PREP

Cracking the ACT--ACT Test Prep\$157
Dates Sept. 12 – Oct. 10, 2009
Dates Oct. 24 – Nov. 21, 2009
Dates Feb. 27 – March 27, 2010
Days/Times Saturdays, 9 - 11 a.m.

This class helps students prepare for the ACT and SAT exams with logic development, test taking strategies, study skills, practice exams and guided study to prepare for the math, language, science and writing elements. Special focus is placed on developing techniques aimed at relieving test-taking anxiety. The ACT class is designed to help students who have a basic knowledge of the English, mathematics, reading, and science but need assistance understanding how to take the ACT test. Students learn how to use process of elimination, read the answers for distractors, and estimate potential answers. The class focuses on the keys to taking the test successfully and achieving a quality composite score. Early registration discount applies.

GRE Prep\$157
Dates Dec. 8 – 17, 2009
Days/Times Tuesdays and Thursdays, 6 - 8:30 p.m.

This course prepares you for the verbal and analytical sections of the GRE. Discuss reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. Lessons cover time-saving techniques for both the paper-based and computer administrations of the test, text-taking techniques and confidence builders to improve performance. . Early registration discount applies

MOTORCYCLE RIDER SKILLS\$250
For upcoming class dates, visit www.apsu.edu/ext_ed. For additional information or to register, contact the Montgomery Rider program at (931) 648-2208 weekdays between 9 a.m. and 4 p.m.

ENGLISH AS A SECOND LANGUAGE

APSU's English as a Second Language (ESL) Institute offers a diversified program of study in English language skills to both international and local students. For more information call (931) 221-6270 or visit the Web site at www.apsu.edu/ext_ed/esl.



TENNESSEE SMALL BUSINESS DEVELOPMENT CENTER (TSBDC)

TSBDC classes are open to the public and many are free. Workshops are held in Clarksville, Dickson, Fort Campbell, Springfield, Erin and Dover.

For details about these and other upcoming workshops, please call (931) 221-7816 or visit the Web site at <http://www.tsbdc.org/events.aspx>

TSBDC--Doing Business with the Government

..... **Free**
Date Oct. 20, 2009
Date Nov. 24, 2009
Day/Time Tuesday, 9 a.m. to 12:30 p.m.

TSBDC—Creative Financing for Small Business

..... **Free**
Date Aug. 18, 2009
Date Sept. 15, 2009
Date Oct. 6, 2009
Date Nov. 17, 2009
Date Dec. 1, 2009
Day/Time Tuesday, 9 a.m. to Noon



PMI-approved Project Management

Certification is now available online from the Center. Classes are provided in partnership with the University Learning Institute. For details about *TheCourse*, contact the Center at (931) 221-6487 or visit the Website at www.apsu.edu/ext_ed.



ONLINE CLASSES

Online course fees begin at \$79.

The Center offers over 300 online classes in

- Basic Computer Literacy
- Computer Applications
- Graphic Design
- The Internet
- Web Page Design/Web Graphics
- Computer Programming
- Database Management
- PC Troubleshooting
- Networking and Security
- Digital Photography and Video
- Writing and Publishing
- Test Prep
- Personal Finance/Wealth Building
- Health Care, Nutrition and Fitness
- Personal Enrichment
- Accounting
- Grant Writing
- Nonprofit Management
- Personal Development
- Business Administration
- Sales and Marketing
- Health Care Continuing Education

Classes last for six weeks, are instructor-led and 100 percent online. New classes begin on the third Wednesday of every month.

For more information or to register, call (931) 221-7816.

For a detailed listing of ed2go online classes available, please visit the Web site at <http://www.ed2go.com/apsu/>.

NEW ONLINE PROFESSIONAL DEVELOPMENT PROGRAMS

K-12 TEACHERS

http://www.apsu.edu/Ext_Ed/Noncredit/CoursesForTeachersFlyer.pdf

NURSES AND OTHER HEALTH CARE PROFESSIONALS

http://www.apsu.edu/ext_ed/CoursesForNursesFlyer.pdf

FOR BUSINESS PROFESSIONALS

http://www.apsu.edu/ext_ed/OnlineBusinessCoursesFlyer.pdf

GRANT WRITING CERTIFICATION

http://www.apsu.edu/ext_ed/GrantWritingFlyer.pdf

REGENTS ONLINE CONTINUING EDUCATION

<http://www.rodpo.org/roce/>



The Center for Extended and Distance Education is proud to partner with Gatlin Education

Services (GES), the world's largest provider of Web-based, instructor-supported training for colleges and universities. These open-enrollment programs are designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations, all within a six-month delivery window.

Online certificates include

- Administrative Dental Assistant
- Administrative Medical Specialist
- Administrative Professional with MCAS
- Administrative Professional with MOS
- Auto CAD 2009
- Business Marketing Design
- Certified Bookkeeper
- Certified Wedding Planner
- CompTIA A+ Certification Training
- Cisco CCNA Certification Training
- Digital Arts
- Emergency Management Training
- Entrepreneurship – Start up and Business Owner Management
- Event Management and Design
- Forensic Computer Examiner
- Freight Broker/Agent
- Grant Writing
- Help Desk Analyst, Tier 1
- HIPAA Compliance
- HVAC
- Help Desk Specialist
- Home Inspection
- Interior Design
- Lean Mastery
- Management Training
- Management for IT Professionals
- Medical Transcription
- Medical Terminology
- Medical Billing and Coding
- Microsoft Office Specialist
- Multimedia Design
- Paralegal Certification
- Personal Fitness Trainer
- Pharmacy Technician
- Project Management
- Purchase and Supply Chain Management
- Records Management
- Six Sigma, Green Belt and Black Belt
- Travel Agent
- Webmaster

For details about an online certificate class visit our Web site at

http://www.apsu.edu/ext_ed/Gatlin_online_career_development.htm. For more information or to register, call (931) 221-7816.