

## 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

The Center offers a wide selection of creative education opportunities, including noncredit courses and workshops, business-related training, professional development, continuing professional education and 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](http://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](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.

### 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 January 19, April 10, 16 and 17 and May 25, 2009..

## COMPUTERS

### **Personal Computing Basics ..... \$137**

Dates ..... March 16—30, 2009

Dates ..... April 20—May 4, 2009

Days/Time ..... Mondays, Wednesdays, 6—8 p.m.

Learn to master that modern marvel—the personal computer. Explore the standard hardware and software, learn to use the Internet, unload your insecurity and join the information age. The perfect course for the beginner, this hands-on class will make the PC your new best friend. Early registration discount applies.

### **MS Office Workshop--Moving to MS Office 2007 \$137**

Dates ..... June 9—18, 2009

Days/Time ..... Tuesdays, Thursdays, 6—8:30 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.

### **MS Word 2007 ..... \$137**

Dates ..... March 17—31, 2009

Days/Time ..... Tuesdays, Thursdays, 6—8 p.m.

Dates ..... May 11—27, 2009

Days/Time ..... Mondays, Wednesdays, 6—8 p.m.

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

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

Dates ..... April 2—21, 2009

Days/Time ..... Tuesdays, Thursdays, 6—8 p.m.

Expand your Word skills and improve your communications. Explore the intermediate functions of Microsoft Word 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 Word Workshop--Moving to MS Word 2007 ....**

**\$84**

Dates ..... March 9—11, 2009

Days/Time ..... Monday, Wednesday, 6—8:30 p.m.

Now that you've upgraded from MS Word XP or 2003 to the new and improved Word 2007, you need to learn the tricks and techniques to make the new software work for you. Word 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 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.

### **MS Excel 2003 ..... \$137**

Dates ..... Feb. 18—March 4, 2009

Days/Time ..... Mondays, Wednesdays, 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 Workshop--Moving to MS Excel 2007 \$62**

Dates ..... May 6, 2009

Day/Time ..... Wednesday, 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.

### **MS Excel 2007 ..... \$137**

Dates ..... April 23—May 7, 2009

Days/Time ..... Tuesdays, Thursdays, 6—8 p.m.

Dates ..... June 3—17, 2009

Days/Time ..... Mondays, Wednesdays, 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**

Dates ..... May 12—26, 2009

Days/Time ..... Tuesdays, 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.

**QuickBooks for Beginners..... \$135**

Dates ..... Feb. 17—26, 2009

Days/Time ..... Tuesdays, Thursdays, 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..... \$135**

Dates ..... March 3—12, 2009

Days/Time ..... Tuesdays, Thursdays, 6—8 p.m.

Designed for students who have already completed QuickBooks Basics 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..... \$135**

Dates ..... April 6—15, 2009

Days/Time ..... Mondays, 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.

**BUSINESS SKILLS**

**Business Bookkeeping..... \$105**

Dates ..... April 2—14, 2009

Days/Time ..... Tuesdays, Thursdays, 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.

**HUMAN RESOURCE CERTIFICATE**

**HR Certificate--Part 1 ..... \$127**

Dates ..... Feb. 19—March 19, 2009

Day/Time ..... Thursdays, 6—8 p.m.

**HR Certificate--Part 2 ..... \$127**

Dates ..... March 26—April 23, 2009

Day/Time ..... Thursdays, 6—8 p.m.

**HR Certificate--Part 3 ..... \$127**

Dates ..... April 30—May 28, 2009

Day/Time ..... Thursdays, 6—8 p.m.

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. Led by a certified human resource professional and based on the elements required for the PHR exam, this class will cover the fundamentals of human resource management and prepare students for Parts 2 and 3 of the certificate program. Early registration discount applies.

In Part 2, students will explore strategic human resource training and development, compensation and benefits. Led by a certified human resource professional and based on the elements required for the PHR exam, this class will cover the fundamentals of human resource management and prepare students for Part 3 of the certificate program. Early registration discount applies.

In Part 3, students will explore employee and labor relations, and health, safety and security issues. Led by a certified human resource professional and based on the elements required for the PHR exam, this class will cover the fundamentals of human resource management. Early registration discount applies.

**LANGUAGE AND CULTURE**

**Sign Language Basics—Part 1 ..... \$193**

Dates ..... Feb. 17—March 24, 2009

Day/Time ..... Tuesdays, 6—8 p.m.

American Sign Language I is for the student who wants to acquire 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.

**Sign Language Basics—Part 2** ..... \$193  
 Dates ..... April 7—May 12, 2009  
 Day/Time ..... Tuesdays, 6—8 p.m

ASL 2 is for students who have completed ASL 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.

**CREATIVE ARTS**

**Introduction to Drawing**..... \$153  
 Dates ..... March 19—April 16, 2009  
 Day/Time ..... Thursdays, 6—8:30 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.

**Introduction to Watercolor Painting**..... \$158  
 Dates ..... April 23—May 21, 2009  
 Day/Time ..... Thursdays, 6—8:30 p.m.

**TEST PREP**

**Cracking the ACT—ACT Test Prep**  
**Dates**..... Feb. 29 – March 28, 2009  
**Dates**..... May 2 – June 6, 2009  
**Day/Time** ..... Saturdays, 9—11 a.m.  
 Course fee ..... \$157

Almost all undergraduate colleges and universities require that prospective students take either the ACT or the SAT. This class helps students prepare for this important exam 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. During five two-hour sessions, students learn techniques needed to do well in that subject matter. Both the English and math topics require more than one class session while one class meeting is devoted to reading and to science. 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.

**ENGLISH AS A SECOND LANGUAGE**

APSU's English as a Second Language Institute offers a diversified program of study in English language skills. The program welcomes international students and others who want to study English grammar, oral skills, composition, reading, vocabulary and TOEFL PRep for college or career. For more information about the program, contact the ESL Institute at (931) 221-7175 or visit the Web site at [www.apsu.edu/ext\\_ed/esl](http://www.apsu.edu/ext_ed/esl).

**Parents Children and Divorce -  
 An Education Program for Divorcing Parents**

Course fee: \$50

*Parents, Children and Divorce* is a four-hour interactive seminar parents must complete prior to a divorce being granted. It does not tell parents how to raise their children. Rather, this court-mandated class aims to accomplish four simple, highly important goals:

1. Strengthening the family unit by focusing on what the children are going through and offering ways to help children cope with divorce and feelings of loss.
2. Communicating more effectively with your children and your former spouse.
3. Identifying the warning signs of depression and anger in your children.
4. Handling the trauma children face during and after the family unit changes due to divorce or separation.

Since 1990, more than 85,000 parents have taken the Parents, Children and Divorce program throughout the United States, and most who have taken the class agreed on the importance of keeping their children both physically and mentally healthy during and after the divorce-and taking this seminar helped them reach that goal. Austin Peay is pleased to provide this public service program for courts in Montgomery, Cheatham, Dickson, Houston, Humphreys, Robertson and Stewart counties. Classes are held in Clarksville on the Austin Peay campus and The Family Guidance Training Institute and in Dickson at the Renaissance Center each month.

The cost for each class is \$50, which includes a workbook. For more information about the program, class meeting dates or to register for the course, call (931) 221-7816.

**Dickson County, Dickson area**

The Renaissance Center, Room 220  
 855 Highway 46 South, Dickson  
 Course fee: \$50

- 9 a.m. - 1 p.m. Saturday, Dec. 13, 2008
- 9 a.m. - 1 p.m. Saturday, Jan. 10, 2009
- 9 a.m. - 1 p.m. Saturday, Jan. 31, 2009
- 9 a.m. - 1 p.m. Saturday, Feb. 21, 2009
- 9 a.m. - 1 p.m. Saturday, March 7, 2009
- 9 a.m. - 1 p.m. Saturday, March 28, 2009
- 9 a.m. - 1 p.m. Saturday, April 18, 2009
- 9 a.m. - 1 p.m. Saturday, May 16, 2009
- 9 a.m. - 1 p.m. Saturday, Aug. 29, 2009
- 9 a.m. - 1 p.m. Saturday, Sept. 19, 2009
- 9 a.m. - 1 p.m. Saturday, Oct. 10, 2009
- 9 a.m. - 1 p.m. Saturday, Nov. 7, 2009
- 9 a.m. - 1 p.m. Saturday, Nov. 21, 2009
- 9 a.m. - 1 p.m. Saturday, Dec. 5, 2009
- 9 a.m. - 1 p.m. Saturday, Dec. 19, 2009

## Parents, Children and Divorce (cont.)

### Montgomery County - Clarksville Area

Austin Peay State University  
601 College St., Clarksville  
Course fee: \$50

9 a.m. - 1 p.m.	Saturday,	Dec. 13, 2008
9 a.m. - 1 p.m.	Saturday,	Jan. 10, 2009
9 a.m. - 1 p.m.	Saturday,	Jan. 24, 2009
9 a.m. - 1 p.m.	Saturday,	Feb. 7, 2009
9 a.m. - 1 p.m.	Saturday,	Feb. 28, 2009
9 a.m. - 1 p.m.	Saturday,	March 14, 2009
9 a.m. - 1 p.m.	Saturday,	April 4, 2009
9 a.m. - 1 p.m.	Saturday,	April 25, 2009
9 a.m. - 1 p.m.	Saturday,	May 9, 2009
9 a.m. - 1 p.m.	Saturday,	May 30, 2009
9 a.m. - 1 p.m.	Saturday,	June 13, 2009
9 a.m. - 1 p.m.	Saturday,	July 11, 2009
9 a.m. - 1 p.m.	Saturday,	Aug. 1, 2009
9 a.m. - 1 p.m.	Saturday,	Aug. 22, 2009
9 a.m. - 1 p.m.	Saturday,	Sept. 12, 2009
9 a.m. - 1 p.m.	Saturday,	Oct. 3, 2009
9 a.m. - 1 p.m.	Saturday,	Oct. 24, 2009
9 a.m. - 1 p.m.	Saturday,	Nov. 14, 2009
9 a.m. - 1 p.m.	Saturday,	Dec. 5, 2009
9 a.m. - 1 p.m.	Saturday,	Dec. 19, 2009

### MOTORCYCLE RIDER SKILLS

Motorcycle Rider Skills..... \$250

(Advance registration is required; spaces fill quickly.)  
For upcoming class dates, visit the Center's Web site at [http://www.apsu.edu/ext\\_ed/noncredit\\_motorcycle\\_rider.htm](http://www.apsu.edu/ext_ed/noncredit_motorcycle_rider.htm). For additional information or to register, contact the Montgomery Rider program director, Dee Gleason, at (931) 648-2208 weekdays between 9 a.m. and 4 p.m.

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## Customized Training for Business

Whether you're a small business or a company with hundreds of employees, The Center can provide the customized training you need. We also can bring qualified instructors to your business to provide that training. Courses in computer hardware and software, professional development, customer service, foreign language, industrial safety and business management skills are just a few of the many programs available. Let the Center at APSU design the perfect training package for your needs.

### What we can offer:

- Customized on-site training to meet your company's needs
- State-of-the-art teaching labs
- Classroom and Online instruction options
- Affordable pricing
- Convenient scheduling—days, evenings, weekends
- Free consultation to assess training needs
- Quality programs conducted by highly-qualified instructors

For more information about our customized professional training, call **931-221-6487**.



### TENNESSEE SMALL BUSINESS DEVELOPMENT CENTER WORKSHOPS

TSBDC classes are free and open to the public. Fall classes include

Starting a Small Business  
I Need Working Capital  
What is Business Proper?  
Show Me the Money  
Secrets of the IRS  
Writing a Business Plan  
Small Business Healthcare  
Make Your Business Grow  
Everything You Want To Know About HR

Call (931) 221-7816 for details.



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 MOS
- Auto CAD 2009
- Business Marketing Design
- Cisco CCNA Certification Training
- Digital Arts
- Entrepreneurship
- Event Management and Design
- Forensic Computer Examiner
- Freight Broker/Agent
- Grant Writing
- Graphic Design
- Help Desk Analyst, Tier 1
- HVAC
- Help Desk Specialist
- Home Inspection
- Interior Design
- Lean Mastery
- 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
- Certified Wedding Planner

For details about an online certificate class, visit our Web site at [http://www.apsu.edu/ext\\_ed/Gatlin\\_online\\_career\\_development.htm](http://www.apsu.edu/ext_ed/Gatlin_online_career_development.htm). For more information or to register, call (931) 221-7816.



**Think there's no time to take a class?  
Think again!**

**ONLINE CLASSES  
from APSU and**



**For details about online classes, visit the Web site at  
[www.apsu.edu/ext\\_ed](http://www.apsu.edu/ext_ed)  
or call the Center at  
**(931)221-7816.****

**New classes start on the third Wednesday  
of each month.**

**A to Z Grant Writing** ..... \$89  
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

**Accounting Fundamentals** ..... \$89  
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Achieving Success with Difficult People** ..... \$89  
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

**Administrative Assistant Applications**..... \$89  
Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

**Administrative Assistant Fundamentals**..... \$89  
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

**Advanced Grant Proposal Writing**..... \$99  
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

**Advanced Microsoft Excel 2003** ..... \$89  
Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

**Becoming a Grant Writing Consultant** ..... \$99  
Increase your income while working from home by starting a grant writing consulting business.

**Big Ideas in Little Books** ..... \$79  
Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

**Business Marketing Writing**..... \$89  
Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

**Certificate in Complementary and Alternative Medicine** \$99  
(32 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

**Certificate in End of Life Care** .....\$89  
(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

**Certificate in Gerontology** .....\$89  
(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

**Certificate in Growth and Development Through the Lifespan**..... \$99  
(31 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

**Certificate in Issues in Oxygenation**.....\$99  
(32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

**Certificate in Legal and Ethical Issues in Nursing** . \$149  
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

**Certificate in Pain Assessment and Management**..\$159  
(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

**Certificate in Perinatal Issues** .....\$119  
(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

**Certificate in Spirituality, Health, and Healing**.....\$149  
(36 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

**Creating a Small Office Network** .....\$89  
Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents with Windows XP Professional Edition.

**Creating a Successful Business Plan**.....\$89  
Turn your business ideas into a solid plan for financing and long-term success.

**Creating Web Pages**.....\$89  
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Creating Your Own Nonprofit**.....\$99  
Industry veteran shows you how to take a nonprofit business from vision to reality.

**Designing Effective Websites** .....\$89  
Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

**Discover Digital Photography**..... \$79  
An informative introduction to the fascinating world of digital photography equipment.

**Distribution and Logistics Management**..... \$89  
Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational hroughput.

**Drawing for the Absolute Beginner**..... \$79  
Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

**Effective Business Writing**..... \$89  
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

**Effective Selling** ..... \$89  
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

**Employment Law Fundamentals** ..... \$89  
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Enhancing Language Development in Childhood** .. \$79  
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

**Fundamentals of Supervision and Management**..... \$89  
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

**Fundamentals of Supervision and Management II**... \$89  
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

**Fundamentals of Technical Writing** ..... \$89  
Learn the skills you need to succeed in the well-paying field of technical writing.

**GED Test Preparation** ..... \$79  
Want to pass the GED? This course will help you develop the skills you'll need to succeed.

**Get Assertive!**..... \$79  
Find out how you can stop others from intimidating you or treating you poorly.

**Get Grants!** ..... \$89  
Learn how to develop successful, fundable grants from experts in the field.

**GMAT Preparation** ..... \$89  
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

**Grammar for ESL** ..... \$89  
If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

<b>Grammar Refresher</b> ..... \$89	<b>Introduction to Flash MX 2004</b> ..... \$89
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.	Learn to quickly create dynamic, entertaining, and interactive Web sites with Flash MX 2004.
<b>GRE Preparation - Part 1</b> ..... \$89	<b>Introduction to Java Programming</b> ..... \$89
Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2).	An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.
<b>GRE Preparation - Part 2</b> ..... \$89	<b>Introduction to Microsoft Access 2003</b> ..... \$89
Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2).	Learn how to store, locate, print, and automate access to all types of information.
<b>Guiding Kids on the Internet</b> ..... \$79	<b>Introduction to Microsoft Access 2007</b> ..... \$89
Gain confidence and experience so you can help your children discover all the Internet has to offer.	Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.
<b>High Speed Project Management</b> ..... \$99	<b>Introduction to Microsoft Excel 2003</b> ..... \$89
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.	Discover the secrets to setting up fully formatted worksheets quickly and efficiently.
<b>Human Anatomy and Physiology</b> ..... \$89	<b>Introduction to Microsoft Excel 2003</b> ..... \$89
Gain a greater appreciation and understanding of the marvelous complexity of the human body.	Discover the secrets to setting up fully formatted worksheets quickly and efficiently.
<b>Imaging for the Web Using Fireworks MX 2004</b> ..... 0	<b>Introduction to Microsoft Excel 2007</b> ..... \$89
Tap into the power of Fireworks MX 2004 to create dynamic Web graphics.	Work with numbers? You need to know Excel. Learn the secrets of this powerful application.
<b>Intermediate Microsoft Excel 2003</b> ..... \$89	<b>Introduction to Microsoft FrontPage 2003</b> ..... \$89
Work faster and more productively by learning to use some of Excel 2003's most powerful tools.	Find out how FrontPage makes it easy to create and upload professional Web sites without programming.
<b>Intermediate Microsoft Word 2003</b> ..... \$89	<b>Introduction to Microsoft Outlook 2003</b> ..... \$89
Take advantage of Word 2003's publishing capabilities to create eye-catching documents.	Harness the communication and information management power of Microsoft Office Outlook 2003.
<b>Intermediate Networking</b> ..... \$89	<b>Introduction to Microsoft Outlook 2007</b> ..... \$89
Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.	Become a productive and confident Microsoft Outlook 2007 user.
<b>Introduction to ASP.NET</b> ..... \$89	<b>Introduction to Microsoft PowerPoint 2003</b> ..... \$89
Learn how to create powerful, interactive, community-based Web sites with ASP.NET.	Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web.
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