

Spring 2012 Class Schedule

The Center offers a wide selection of creative education opportunities, including

- Noncredit courses and workshops
- 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 website at www.apsu.edu/ext-ed.

For a printable catalog with course descriptions, visit the website at 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, 8 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
Box 4678
Clarksville, TN 37044

Registrations must be received no less than three business days prior to the start of the class for which you register.

A printable registration form is available at www.apsu.edu/files/ext-ed/Printable_registration_form.pdf.

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 at McReynolds building, room 118, 8 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.

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. Discount does not apply to lab, text or supply fees.

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.

Holidays

Extended education noncredit classes will not be held on Jan. 2, Jan. 16, April 6, May 28 and July 4, 2012.

Inclement Weather

Classes hosted by the Center will be canceled in the event that the University is closed due to inclement weather. Please check the website at www.apsu.edu for school closing information or call the University at (931) 221-7011.



Classroom Format Classes

COMPUTERS

MS Word 2007 Intermediate \$138
Day/Times Tuesdays and Thursdays, 6-8 p.m.
Dates Jan. 26 - Feb. 9, 2012

MS Excel 2007 \$138
Day/Times Tuesdays and Thursdays, 6-8 p.m.
Dates Feb. 16 - March 1, 2012

HUMAN RESOURCES MANAGEMENT

HR Certificate Part 1 \$131
Day/Times Thursdays, 6-8 p.m.
Dates Feb. 23 - March 22, 2012

HR Certificate Part 2 \$131
Day/Times Thursdays, 6-8 p.m.
Dates March 29 - April 26, 2012

HR Certificate Part 3 \$131
Day/Times Thursdays, 6-8 p.m.
Dates Jan. 12 - Feb. 9, 2012
Dates May 3 - 31, 2012

CREATIVE ARTS

Alternative Drawing/Painting Techniques \$174
Day/Times Thursdays, 6-8 p.m.
Dates Jan. 12 - Feb. 16, 2012

Alternative Drawing/Painting Techniques, Intermediate \$174
Day/Times Thursdays, 6-8 p.m.
Dates March 1 - April 5, 2012

TEST PREP

Cracking the ACT \$155
Day/Times Saturdays, 9-11 a.m.
Dates Feb. 25 - March 24, 2012
Dates April 21 - May 19, 2012

GENERAL INTEREST

Beekeeping for Fun and Profit \$180
Day/Times Mondays, 6-8 p.m.
Dates April 2 - May 7, 2012

LANGUAGES AND CULTURE

Spanish Language and Culture Part 1 \$159
Day/Times Thursdays, 6-8 p.m.
Dates Jan. 19 - Feb. 23, 2012

Spanish Language and Culture Part 2 \$159
Day/Times Thursdays, 6-8 p.m.
Dates March 1 - April 5, 2012

American Sign Language Part 1 \$227
Day/Times Tuesdays, 6-8 p.m.
Dates Jan. 31 - March 20, 2012

American Sign Language Part 2 \$227
Day/Times Tuesdays, 6-8 p.m.
Dates March 27 - May 15, 2012

American Sign Language for Teens (14 – 18 years) \$193
Day/Times Tuesdays, 6-8 p.m.
Dates May 22 - June 26, 2012

ENGLISH AS A SECOND LANGUAGE

Austin Peay'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 website at www.apsu.edu/ext-ed/esl.

MOTORCYCLE RIDER SKILLS

MOTORCYCLE RIDER SKILLS \$250
Day/Times Friday 5 – 10 p.m.
Saturday and Sunday, 8 a.m. – 5 p.m.

Call Montgomery Rider Education at (931) 648-2208 for details and to register. Watch for upcoming course dates on the website at www.apsu.edu/ext-ed/Noncredit/noncredit_motorcycle.

ALLIED HEALTH CERTIFICATION

Free information sessions for Allied Health Career Certificate classes will be held from 6:30 -7:30 p.m. for:

Clinical Medical Assistant Monday, Jan. 30, 2012
Phlebotomy Technician Tuesday, Jan. 31, 2012
Pharmacy Technician Monday, Feb. 6, 2012

For details, call the Center at 931-221-7816 or visit www.adultedreg.com/apsu to register.

American Heart Assoc. CPR for Healthcare Providers \$75
Day/Times Saturdays, 8 a.m.-3 p.m.
Dates March 3, 2012
Dates June 30, 2012

Phlebotomy Tech Certificate \$3,375
Days/Times Tuesdays and Thursdays, 6:30 – 10 p.m.
Dates March 6 – April, 19, 2012

Clinical Medical Assistant \$2,895
Day/Times Saturdays, 8 a.m.- 4 p.m.
Dates March 10 - June 9, 2012

Pharmacy Tech Certificate \$1,099
Days/Times Mondays and Wednesdays, 6–9:30 p.m.
Dates March 5 – June 11, 2012

Electronic Health Records Maintenance Specialist – ONLINE \$3,600
Days/Dates Thursdays, Feb. 9 – June 7, 2012
Days/Dates Tuesdays, March 20 – July 17, 2012
Days/Dates Thursdays, April 5 – Aug. 2, 2012
Days/Dates Wednesdays, May 23 – Sept. 26, 2012

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2012 Chick-Fil-A Leadercast is coming to Clarksville.

Get ready for a day of inspiration, learning, networking and more when the Center at Austin Peay hosts the 2012 **Chick-fil-A Leadercast**, one of the largest and most highly regarded leadership events in America. Mark your calendars for Friday, Aug. 17 and plan to spend the day with exciting speakers like Solodad O'Brien, Tim Tebow, Patrick Lencioni, John Maxwell and Andy Stanley. Watch for details at www.apsu.edu/ext-ed/noncredit/events or email us at conferences@apsu.edu.

Business-Related Classes

TENNESSEE SMALL BUSINESS DEVELOPMENT CENTER (TSBDC) WORKSHOPS

TSBDC classes are open to the public and many are free. Workshops are held in Clarksville, Dickson, Fort Campbell, Springfield, Erin and Dover. For more information contact the TSBDC at (931) 221-7816 or visit the website at www.apsu.edu/ext-ed/tsbdc.

Spring classes include

- Small Business 101
- Business Plan Basics
- Starting and Financing a Small Business
- How to Write a Business Plan
- Small Business Money Matters
- Marketing and Communication for Small Business
- Surviving in Tough Economic Times
- IRS Small Business Tax Workshop
- Franchise Buying Pros and Cons
- Child Care Business Plan Workshop

REAL ESTATE COURSES

The Center now offers state-approved online continuing education and exam prep courses for real estate professionals in Tennessee and Kentucky through the Career WebSchool. Take Advantage of these 100% online, AQB- and ICEDD- approved courses that satisfy the 75-90 hour education requirements for licensure, as well as the mandatory 15 hours required for USPAP qualifying education credits. A complete range of appraisal courses are offered, including the seven-hour National USPAP update course. Now Tennessee and Kentucky real estate and appraisal professionals can become licensed or complete continuing education requirements from the comfort and convenience of their own home or office, 24 hours a day. For more information, contact the Center at (931) 221-7816. For complete details and registration information visit the website at www.careerwebschool.com.



Online Classes



ED2GO ONLINE CLASSES – EASY AND FUN

Austin Peay State University offers a wide range of highly interactive courses that can be taken entirely online. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you. Explore our catalog at www.ed2go.com/apsu.

Courses are available in

- Basic Computer Literacy
- Computer Applications
- Graphic Design
- The Internet
- Web Page Design
- 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

CAREER DEVELOPMENT TRAINING

The Center is proud to partner with Cengage Learning and Gatlin Education, the world's largest providers 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, most within a six-month delivery window. Gatlin certificate training is approved for MyCAA and WIA funding. For details, call (931) 221-7816 or visit the website at www.apsu.edu/ext-ed/web-based-career-training-your-own-pace.

Skilled Trades and Industry Careers

AutoCAD 2011	150 hours\$2,395
AutoCAD 2011 with AutoCAD 3D	230 hours\$3,295
Bio-fuel Production Operations	400 hours\$2,595
Building Analyst Quick Start Program (BPI BA Certification)	60 hours\$1,195
Carpentry	80 hours\$1,395
Certified Architectural Glass Technician	170 hours\$1,795
Certified Auto Glass Technician	120 hours\$1,695
Certified Window and Door Installer	20 hours\$1,794
Chemical Plant Operations	400 hours\$2,595
Emergency Management Training for First Responders	300 hours\$1,995
Freight Broker/Agent Training	50 hours\$1,695
HVAC Technician	320 hours\$3,095
Home Inspection	200 hours\$2,095
Automotive Service Technician	380 hours\$2,695
Natural Gas Plant Operations	400 hours\$2,595

Power Plant Operations	400 hours\$2,595
Principles of Green Buildings	30 hours\$595
Pulp Mill Operations	400 hours\$2,595
Solar Power Professional	120 hours\$1,695

Business /Professional Careers

Administrative Professional with Microsoft Office Specialist 2007 Training	240 hours\$2,295
Building Analyst Quick Start Program (BPIBA Certification)	60 hours\$1,195
Certified Alternative Dispute Resolution Specialist	300 hours\$2,995
Certified Bookkeeper	120 hours\$1,795
Certified Mediator	120 hours\$1,595
Chartered Tax Professional	180 hours\$1,795
Entrepreneurship – Start up and Business Owner Management	360 hours\$2,095
Event Management and Design	300 hours\$1,895
Fitness Business Management	200 hours\$2,395
Freight Broker/Agent Training	150 hours\$1,695
Legal Secretary	350 hours\$2,095
Management Training	360 hours\$2,095
Management for IT Professionals	390 hours\$2,095
Microsoft Office Specialist 2007	240 hours\$1,895
Microsoft Office 2007 Master	160 hours\$1,595
Microsoft Project 2007	60 hours\$795
Microsoft Project 2007 (software included)	60 hours\$1,295
Nonprofit Management	300 hours\$2,095
Paralegal Certificate	300 hours\$ 1,795
Professional Bookkeeping with QuickBooks 2010 (software included)	140 hours\$1,895
Project Management	40 hours\$1,495
Purchasing/Supply Chain Management	300 hours\$2,095
Records Management Certificate	180 hours\$1,395
Six Sigma Green Belt	100 hours\$1,895
Six Sigma Black Belt	200 hours\$2,695
Technical Writing	80 hours\$1,595

Healthcare and Fitness Careers

Administrative Dental Assistant	150 hours\$1,595
Administrative Medical Specialist with Medical Billing and Coding and Medical Terminology	360 hours\$2,295
Advanced Coding for the Physician's Office	80 hours\$1,395
Advanced Hospital Coding and CCS Prep	80 hours\$1,695
Advanced Personal Fitness Trainer	400 hours\$2,795
Certified National Pharmaceutical	120 hours\$1,595
Clinical Dental Assistant	240 hours\$1,994
Fitness Business Management	200 hours\$2,395
ICD—10 Medical Coding — Preparation and Instruction for Implementation	200 hours\$1,595
Medical Billing and Coding with Medical Terminology	240 hours\$1,895
Medical Transcription with Medical Terminology	300 hours\$1,895
Nutrition for Optimal Health, Wellness and Sports	200 hours\$2,395
Personal Fitness Trainer	250 hours\$2,095
Personal Training and Group Exercise Training for Older Adults	200 hours\$2,395
Pharmacy Technician	300 hours\$1,995
Women's Exercise Training and Wellness	200 hours\$2,395
Media and Design Careers		
Digital Arts Certificate	420 hours\$5,595
Graphic Design with Photoshop CS5	200 hours\$1,795
Graphic Design with Photoshop CS5 (software included)	200 hours\$2,495

Multimedia Arts Certificate	420 hours\$5,595
Marketing Design Certificate	420 hours\$5,595
Residential Interior Designer	120 hours\$1,995
Web Design Certificate	420 hours\$5,595

Hospitality and Service Careers

Certified Wedding Planner	300 hours\$1,395
Personal Fitness Trainer	250 hours\$2,095
Advanced Fitness Trainer	400 hours\$2,795
Event Management and Design	300 hours\$1,895
Travel Agent	200 hours\$1,595
Residential Interior Designer	120 hours\$1,995

IT & Software Careers

Cisco® CCNA® Certification	100 hours\$1,195
CompTIA™ A+ Certification	50 hours\$1,695
CompTIA™ Network+ Certification	80 hours\$1,495
CompTIA™ Security+ Certification	80 hours\$1,495
Forensic Computer Examiner	150 hours\$3,095
Help Desk Analyst: Tier 1 Support Specialist	80 hours\$1,495
Microsoft Certified Technology Specialist – SQL Server 2005 (MCTS)	480 hours\$3,095
Microsoft Certified Desktop Support Technician (MCDST)	200 hour\$1,795
Microsoft Certified System Engineer (MCSE)	700 hours\$3,295
Microsoft Certified IT Professional: Server Administrator (MCITP)	240 hours\$1,895
Microsoft Office Specialist 2007	120 hours\$1,595
Microsoft Web Developer	200 hours\$1,995
RFID (Radio Frequency Identification) on The Web™	70 hours\$2,495
Search Engine Marketing	250 hours\$1,895
Search Engine Optimization	150 hours\$1,495
Web Database Developer	267 hours\$2,195
Webmaster	150 hours\$1,795

Management and Corporate Careers

Certified Alternative Dispute Resolution Specialist	240 hours\$2,995
Certified Mediator	120 hours\$1,595
Certified National Pharmaceutical Representative	120 hours\$1,595
Entrepreneurship: Start-Up and Business Owner Management	360 hours\$2,095
Grant Writing	300 hours\$2,095
Lean Mastery	60 hours\$1,695
Management for IT Professionals	390 hours\$2,095
Management Training	360 hours\$2,095
Non-Profit Management	300 hours\$2,095
Payroll Practice and Management	80 hours\$1,595
Project Management	40 hours\$1,495
Project Management with Microsoft Project 2007, standard edition software included.	100 hours\$2,495
Purchasing & Supply Chain Management	300 hours\$2,095
Records Management Certificate	180 hours\$1,395
Green Industry Careers		
Certified Green Supply Chain Professional	60 hours\$1,595
Certified Indoor Air Quality Manager	16 hours\$795
Certified Indoor Environmentalist	32 hours\$895
Performing Comprehensive Building Assessments	30 hours\$695
Principles of Green Buildings	30 hours\$595
Senior Certified Sustainability Professional	110 hours\$2,495
Solar Power Professional	120 hours\$1,695
Wind Energy Professional	240 hours\$2,195

Better Skills, Brighter Future.

Call (931) 221-7816 or visit the website at www.apsu.edu/ext_ed