



Center for Extended
& Distance Education

Professional Development on Your Timetable



Online classes for busy professionals

Our instructor-facilitated online courses are informative, convenient, cost-effective and highly interactive.

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

You can complete any course entirely from your home or office—any time of the day or night.

**Courses fees start
as low as \$79**

Accounting Fundamentals—\$89

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting and more.

Business Marketing Writing—\$79

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Distribution and Logistics Management—\$89

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction and improve operational throughput.

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.

Fundamentals of Supervision and Management I—\$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.

High Speed Project Management—\$99

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing and skimpy budgets.

Introduction to Business Analysis—\$89

Learn powerful techniques to improve your decision-making skills at work.

Managing Customer Service—\$89

Become indispensable to any organization by understanding how to identify and meet customer needs

Manufacturing Fundamentals—\$89

Learn the basic skills required to work in the manufacturing field.

Manufacturing Applications—\$79

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Mastery of Business Applications—\$99

Learn what all M.B.A.s know—without going to the trouble of getting an M.B.A.!

Mastery of Business Fundamentals—\$99

Acquire practical experience in strategic planning, management and finance without enrolling in an M.B.A. program.

Principles of Sales Management—\$89

Master the art of managing sales teams from a sales management professional

Professional Sales Skills—\$79

Discover how to begin a successful and rewarding career in sales.

Project Management Applications—\$99

Experienced project manager teaches you tricks of the project management trade.

Project Management Fundamentals—\$99

Gain the skills you'll need to succeed in the fast-growing field of project management.

Purchasing Applications—\$79

Become a more effective member of your company by learning to apply advanced purchasing concepts.

Purchasing Fundamentals—\$79

Improve your company's bottom line by mastering the fundamentals of purchasing.

Six Sigma

Total Quality Applications—\$99

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Total Quality Fundamentals—\$99

Learn the basics of total quality management.

Employment Law Fundamentals—\$89

Learn the basics of employment law so you can legally hire, evaluate and manage employees.

Enroll Now!

Visit our Online
Instruction Center

www.ed2go.com/apsu

or call the Center at
(931) 221-7816

Austin Peay State University, a Tennessee Board of Regents institution, is committed to the education of a nonracially identifiable student body.
AP# 718/06-08/100

Better skills, brighter future.