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# HORIZONS

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FALL  
2010

**OFFICE OF CONTINUING EDUCATION**

**Sam Houston**  
STATE UNIVERSITY  
*A Member of The Texas State University System*

*Non-Credit Classes For Professional and Personal Development*

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# **OFFICE OF CONTINUING EDUCATION**

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## **WELCOME**

The goal of the Office of Continuing Education is to offer new experiences and challenges for the residents of Huntsville and the surrounding areas. Our courses are designed to meet your personal goals, whether to enhance opportunities for career progression, achieve a life style change, or experience the sheer pleasure of learning alongside others who share your enthusiasms.

We are constantly seeking new certification courses, entry level training classes and enrichment classes to add to our schedule. We welcome your involvement in this process, whether it be by suggestion of a new class or by offering to share a talent or passion with your neighbors. We appreciate your participation in every aspect of our program. It is, after all, for you!

Continuing Education classes are noncredit and typically there are no transcripts or grades. Noncredit courses are open to interested persons without regard to eligibility for admission to college credit programs. Continuing Education Units (CEUs) are provided as certification when the course meets the established criteria.

Our office staff is eager to provide all the information, advice, and guidance you need to help you make a choice that is right for you. Please visit or call our office at any time to sign up for a class or inquire about new classes being scheduled. We are adding new courses on an ongoing basis and will be happy to give you a call when a subject you are interested in becomes available.

We look forward to welcoming you as a participant in our program in the near future.

## COMPUTER COURSES

### INTRODUCTION TO COMPUTER — \$89

Are you new to computers? This is the first in a series of courses designed to provide students with full computer skills. Instruction in computer terminology and systems, both hardware and software, will be covered. You will begin working on simple letters, memos, and resumes. The internet and e-mail will be also be touched on. (16 contact hours) Instructor: Charlotte Westley  
Mon. & Wed. October 18-November 10 6-8 PM

### INTRODUCTION TO WORD — \$89

Prerequisites: Basic keyboard and computer skills. Instruction in terminology, computer operation, editing functions, formatting, and special text options is offered to participants. This course presents basic topics of the Word 2003 word processing application. You will create, save, print and edit documents, move and copy text, and use automatic text features. (16 contact hours) Instructor: Charlotte Westley  
Mon. & Wed. November 15-December 13 6-8 PM  
*No class November 24th*

## DANCE COURSES

### SWING/JITTERBUG I - \$50 per person

An East Coast Swing version of jitterbug, it is a fun way to exercise that can be danced in a number of settings (country, ballroom, and with both older and new forms of music). 12 contact hours  
Instructor: Ken Hartness  
Monday October 11-November 29 6-7:30 PM

## LANGUAGE COURSES

### SPANISH OUT THERE — \$115

What is it? It is a refreshing alternative to acquiring Spanish for practical use in our community. How does it work? It combines theory with practice. Classroom study of the language is enhanced by outside opportunities to use the language in real life situations. (24 contact hours)  
Instructor: Maria Perez-Gerling  
Mon. & Wed. October 25-December 15 6-7:30 PM  
*No class November 24th*

### SPANISH OVER COFFEE - \$75

Continuing Education is offering a new type of Spanish class for *those who already have a good command of the Spanish language*. Bring your lunch or coffee and spend one hour using and increasing your language skills. Participants will discuss a wide variety of current events from Spanish publications and in the process improve fluency, including pronunciation, intonation, and vocabulary. Instructor: Maria Perez-Gerling  
Tues. October 12-December 14 12-12:50 PM

### TRANSLATION (ENGLISH-SPANISH) - \$75

Tools for those bilingual persons interested in the translating field. (10.5 contact hours) Instructor: Maria Perez-Gerling  
Thurs. October 21-December 9 6-7:30 PM  
*No class November 25th*

### SIGN LANGUAGE I - \$115

The fundamentals and structure of ASL are studied through demonstration and practice. The student will learn to have a receptive and expressive skill of sign language, recognize and reproduce the manual alphabet, have numerical knowledge of sign language (i.e. counting, money, etc.), and be able to converse through sign language. (24 contact hours)  
Instructor: Rebecca Lewis  
Tues. & Thurs. October 26-December 7 6-8 PM  
*No class November 25th*

## WORKSHOP

### JUST ONCE PIANO - \$30

Some music teachers may not want you to know this, but you don't need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. While regular piano teachers teach note reading, piano professionals use chords. And, you can learn all of the chords you will need to play any song in this one session - any style - any key. If you can find middle C and know the meaning of *Every Good Boy Does Fine*, you already know enough to enroll in this workshop. Required materials fee of \$29 will be collected in class by the instructor for workbook and practice DVD.

Instructor: Ed White

Sat. November 6 1-4 PM

## CONDENSED CURRICULUM

### PHARMACY TECHNICIAN - \$999

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings, working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. (CEU: 5.0)

Instructor: Staff

Mon. & Wed. October 4-December 15 6:30-9 PM

*No class November 22nd and 24th*

### DIALYSIS TECHNICIAN - \$999

This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. Note: This program does not include a national or state certification as part of its overall objectives. (CEU: 5.0) Instructor: Staff

Mon. & Wed. October 4-December 13 6:30-9 PM

*No class November 24th*

### ADMINISTRATION MEDICAL ASSISTANT - \$999

This course prepares students to function effectively in any of the administrative and clerical positions in health care. Administrative Medical Assistant, Medical Secretary, Medical Records Clerk, and Health Unit Coordinator are all positions in great demand. This program covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service, and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to either obtain or advance to a health care administration position. (CEU: 5.0) Instructor: Staff

Mon. & Wed. October 11-December 20 6:30-9 PM

*No class November 24th*

### DENTAL ASSISTING PROGRAM - \$1799

The Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions. The Dental Assisting program will cover key areas and topics exposing the student to both classroom and hands-on instruction. The classroom instruction reviews the necessary anatomy, terminology, legal and ethical issues as well as the policy and guidelines necessary to understanding the scope of practice and the practical aspects of dental assisting. Topics include instrument

identification, equipment maintenance, tooth structure and oral cavity anatomy, dental anesthesia, sterilization, and charting. The student will learn the steps necessary to assist the dentist while providing quality dental care within the community. Program includes review of tooth charting, restorations, bridge implants, bitewing, panograph, and periapical x-ray and the mixing of dental cements. Additionally, this 100 contact hour course includes a CPR certification and covers the relevant material necessary to prepare students to take the State of Texas 'TSBDE' Dental Assisting exam offered throughout the State of Texas. (CEU: 10)

Instructor: Staff

Spring 2011

### **PHYSICAL THERAPY AIDE - 999**

This comprehensive 50-hour Physical Therapy Aide program prepares for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. Note: This program does not include a national or state certification as part of its overall objectives.

(CEU: 5.0) Instructor: Staff

Spring 2011

### **EKG TECHNICIAN CERTIFICATION \$999**

This comprehensive EKG Technician Certification program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG

machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. (CEU: 5.0) Instructor: Staff  
Spring 2011

## **ALLIED HEALTH CARE COURSES**

### **PHLEBOTOMY - \$595**

During this 84-hour classroom component of the program, students will develop knowledge of basic anatomy, physiology and medical terminology, infection control and self-protection, and venipuncture and arterial puncture. Following the classroom hours, there will be a 120 hour laboratory practicum. (CEU: 8.4) Instructor: Scott Samford, PHT III

Tues. & Thurs. September 28-January 4 6-9 PM  
*No. class November 25th*

### **CERTIFIED NURSE AIDE - \$395**

This 75-hour basic education program consists of education and clinical experience. Students will learn ways to meet the physical, psychological, and emotional needs of patients. Classroom instruction includes education and skills development in communication and interpersonal skills, infection control, safety emergency procedures, resident's rights, personal care skills, basic nursing skills, mental health and social needs, care of cognitively impaired residents and basic restorative services. (CEU: 7.5) Instructor: Virginia Lenoir, LVN  
Spring 2011

### **CERTIFIED MEDICATION AIDE - \$495**

This 144-hour state-licensed program consists of 104 hours of classroom instruction, 20 hours of return skills demonstration laboratory, 10 hours of clinical experience, including clinical observation and skills demonstration under the direct supervision of a licensed nurse in a facility, and 10 additional hours in return skills demonstration laboratory in the preceding order. There are eligibility course requirements. (CEU: 14.4)

Instructor: Beth Pipkin, R.N.

Spring 2011

*Payment plans are available for the Allied Health Courses. Please visit our office for details.*



## PARALEGAL CERTIFICATION — \$1189

This intensive, nationally acclaimed program is an 84 hour course designed for beginning as well as advanced legal workers. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, etc. Students will be expected to complete a significant amount of homework for each weekend session. Video, audio, and CD ROM course formats are also available for open enrollment. Information on an on line home study course can be accessed by visiting [www.legalstudies.com](http://www.legalstudies.com).

Instructor: Staff (84 contact hours)

Sat. & Sun. October 23-December 5 9 AM-5 PM

## Online Paralegal Certification and Advanced Paralegal Certificates Courses

Fall Session I: August 23-October 8

Fall Session II: October 18-December 3

## ADVANCED PARALEGAL CERTIFICATE COURSES

This online program picks up where the Paralegal Certificate Program leaves off. The Advanced Legal Research and Substantive Law electives are offered in addition to the Paralegal Certificate Course© and will allow students more in-depth coverage of specific topics of law. This Advanced Paralegal Certificate Program has been designed for those who wish to learn about the American legal system, to litigate their own cases on a pro se basis, to assist their retained attorneys in litigating their own cases, to prepare themselves to excel during their first year of law school, to work in a law office in a position other than that of a paralegal or attorney, or to work as a paralegal. Each course topic is offered in a seven-week online session. Students must successfully complete the Paralegal Certificate Program or have at least one year of law office experience before taking any of these courses. More than one advanced

course may be taken during a seven-week online session and advanced courses do not have to be taken in any particular order. Students can take as many advanced courses as they would like to further their legal education. Online participants should expect to spend at least 45-50 hours reading and preparing assignments and tests for each course. Participants who successfully complete the six online courses will earn 27 CEU's and will receive a certificate of completion from Sam Houston State University Office of Continuing Education

Course Fee: Tuition is \$275 for each Advanced Paralegal Certificate Course topic. *Course tuition does not include textbooks or WESTLAW access.*

Courses available cover the following topics:

- \*Advanced Legal Research
- \*Victim Advocacy
- \*Constitutional Law and Civil Liberties
- \* Criminal Law
- \* Bankruptcy Law
- \*Family Law
- \*Water Law
- \*Mediation and Other Forms of ADR
- \*Estate Planning
- \*Business Law and Practices
- \*Intellectual Property
- \*Immigration Law
- \*Education Law
- \*Criminal Procedure

A complete description of each course is available at [www.legalstudies.com](http://www.legalstudies.com)

## Online schedule for courses listed below:

Fall Session I: August 23-October 8

Fall Session II: October 18-December 3

## ALTERNATIVE DISPUTE RESOLUTION (MEDIATION) CERTIFICATE - \$575

This intensive online course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. Alternative Dispute Resolution (Mediation) is geared for all professionals who are focused on “interest-based bargaining.” This course takes the mystery

out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-credit course will be awarded a Certificate of Completion. Topics include: Why Conflicts Escalate, Why Mediation Works, The Mediation Process, The Role of the Mediator, Coming to an Agreement, Problems Encountered in Mediation, Developing ADR Programs for Government, Business and Personal Dispute, and Divorce Settlement Mediation. (equivalent to 50 contact hours). The required textbook for this online class costs approximately \$25 plus shipping and handling.

#### **VICTIM ADVOCACY CERTIFICATE - \$575**

Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims' rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder, and homicide. (equivalent to 50 contact hours) No textbooks are required for this online class.

#### **LEGAL SECRETARY CERTIFICATE - \$575**

This program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format. This course will provide those interested in a career change with new, marketable job skills and help those already working as legal secretaries to increase efficiency and productivity in their offices. (Required textbook cost not included).

#### **LEGAL INVESTIGATION CERTIFICATE - \$575**

This course is designed to teach legal investigation skills to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, insurance companies, and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Student will also be taught how to create a freelance investigation business. Included subject areas are: Arson investigation, products liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skip-tracing, and the role of a legal investigator in preparing for civil and criminal litigation. (Required textbook cost not included)

#### **LEGAL NURSE CONSULTANT CERTIFICATE — \$849**

Building on the student's medical education and clinical experience, this course prepares participants to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to testify in court as expert witnesses. Any RN or other medical professional interested in entering the legal field can benefit from the education provided by this course. (Required Textbook cost not included. Course Agenda:

- \* Legal Theory and Terminology, and Legal Nurse Consultant Practice in Torts, Crimes, and Contract Breaches.
- \* Legal Ethics, Litigation Process, and Preparing to be an Expert Witness
- \* Employment Areas, Trial Preparation, and Fundamentals of Legal Writing.

#### **SAT/ACT Standardized Test Preparation - \$150**

#### **LSAT Standardized Test Preparation - \$250**

#### **GMAT Standardized Test Preparation - \$250**

#### **GRE Standardized Test Preparation - \$250**

*For more details on the online courses described above, please visit [www.legalstudies.com](http://www.legalstudies.com) or call the Office of Continuing Education at 936-294-4568 for a brochure.*

## FOOD SERVICE COURSES

### FOOD HANDLER — \$15 cash only

This 3 hour class is required by the City of Huntsville for anyone involved in serving food to the public. Participants must pass a test at the end of the class to receive a Certificate that can be taken to the City for and presented for a food handler card.

Instructor: Pieter Hollaar, Maggie Quinn

|       |          |         |
|-------|----------|---------|
| Sat.  | Sept. 25 | 9-12 PM |
| Sat.  | Oct. 9   | 9-12 PM |
| Tues. | Oct. 19  | 6-9 PM  |
| Sat.  | Nov. 6   | 9-12 PM |
| Tues. | Nov. 16  | 6-9 PM  |
| Tues. | Nov. 30  | 6-9 PM  |
| Sat.  | Dec. 18  | 9-12 PM |

### ONLINE FOOD HANDLER — \$10

The Texas Department of State Health Services and the City of Huntsville recognize and have approved this Learn2Serve.com Food Handler Course. Sign up online at the following website:

[www.shsu.360training.com](http://www.shsu.360training.com).

**ALSO AVAILABLE** at [www.shsu.360training.com](http://www.shsu.360training.com) are **Alcohol Seller/Server, Food Safety Manager Certification, Defensive Driving, Tobacco Seller Safety, and Human Resources Sexual Harassment Prevention** courses.

## CERTIFIED PUBLIC MANAGEMENT

*Tuition and fees for each track in the program is \$595. Since CPM tracks are often treated as short courses that are directly related to an individual's professional development, the courses are often paid for by the participant's organization.*

### Texas CPM Program Overview

The Texas Certified Public Management (CPM) program is part of the national CPM program that accredits high quality professional development for government and non-profit managers. A CPM certificate is awarded public sector managers who complete the prescribed course of study. This certification is widely accepted by federal, state, and local governments as evidence of professional preparation and accomplishment.

Program content is presented in seven topical "Tracks". Each track combines 24 hours of classroom seminars with assigned outside readings and applied projects. A Track takes two months to complete. The entire program can be finished in fourteen months. Seminar presentations are made by university faculty with a focus on recent research and developments. Also, outstanding managers and professionals make presentations based on their experience and expertise. Current textbooks and study materials are provided to participants at no extra cost.

### Track Schedule

Track seminars meet on Thursday and Friday once a month. Thursday times are 9 AM-4 PM and Friday times are 9 AM-1 PM. A participant may enroll at the beginning of any Track. It is not necessary to take Tracks in any sequence, however, all Tracks must be completed to achieve certification.

#### 2010

Track #6 – Information Systems for Manager  
October 21-22 & November 18-19, 2010

#### 2011

Track #7 – Applied Project Practicum  
December 16-17, 2010 & January 20-21, 2011  
Track #1 – Public Human Resources Management  
February 17-18 and March 17 & 18, 2011  
Track #2 – Managing Quality  
April 21-22 and May 19 & 20, 2011  
Track #3 - Organizational Communication  
June 16-17 & July 21-22, 2011  
Track #4 – Public Finance and Budgeting  
August 18-19 & September 15-16, 2011  
Track #5 – Productivity and Program Evaluation  
October 20-21 & November 17-18, 2011





This is similar to the Internet Core Courses described above. All the required printed Study Material is supplied and quizzes and final exams are taken on the Internet.

**Total Internet MCE Courses**

All the Study Material is presented on the Internet, and the quizzes and final exams are taken there.

**All-Print Format :**

This is the conventional “Correspondence Course” format. Materials include textbook, student manual with quizzes, quiz computer answer sheets, unit quiz review sheets with comments and explanations for self-evaluation, and mailing envelopes. The Final Examination is proctored and feedback reports are mailed to students.

For each course format all materials necessary to complete the course except for calculators and pencils are included. The course fees include all textbooks (when required) and study materials (when required).

Visit our real estate partner at [www.act-for-courses.com](http://www.act-for-courses.com).

**TRAIN AT HOME FOR A NEW MEDICAL CAREER.** New online courses offered for an in-demand healthcare career are now available.

**Career Step Program Offerings:**

- Medical Transcription Editor
- Medical Transcription
- Inpatient/Outpatient Medical Coding and Billing (IOMCB)
- Outpatient Medical Coding and Billing (OMCB)

Visit us online at [www.CareerStep.com/shsu](http://www.CareerStep.com/shsu) for more details or call our office at 936-294-4568 for a brochure.

**REAL ESTATE STUDY — \$99 - \$165/course.**

In order to qualify for a Texas Real Estate Salesperson License you must have 210 hours of acceptable courses including two 30 hour courses (or one 60 hour course) in Real Estate Principles, one 30 hour course in Law of Agency, and one 30 hour course in Law of Contracts (a total of 120 hours). If you do not have college courses that satisfy the other 90 hours, you will need to take three additional 30 hour courses in order to meet the required total hours which must include at least one 30-hour “core” real estate course. The Office of Continuing Education offers all the necessary “core” courses individually or at a prepackaged savings. Courses are offered online, computer based or computer assisted. Many are also offered in a conventional all print format. Self paced. Begin anytime.

**Internet Courses :**

**Pre-Licensing/SAE courses**

**Internet Core Courses with printed Study Material**

This is a convenient and fast moving format. The materials provided are similar to the All-Print Format, but the quizzes are answered on the Internet. You know immediately with each quiz whether you passed or not. You have immediate feedback in the form of the answer, an explanation and a page reference for the textbook. A record is kept of the score of total correct answers as you do each quiz. After you have completed all the quizzes, the Internet Final Examination is taken, and your Certificate is printed when you pass.

**Total Internet Core Courses**

All the Study Material is presented on the Internet, and the quizzes and final exams are taken there.

**MCE Courses**

**Internet MCE Courses with printed Study Material**

***ALL ONLINE COURSES OFFERED BY CONTINUING EDUCATION AND COURSE FEES ARE SUBJECT TO CHANGE. PLEASE CALL 936-294-4568 FOR AVAILABILITY AND CURRENT PRICING.***

**ONLINE PROFESSIONAL CERTIFICATE IN PERSONAL FITNESS TRAINING - \$249 per course. Elective Internship course \$299**

The Online Professional Certificate in Personal Fitness Training (PFT) is an interactive, comprehensive web-based certificate program with an optional field internship elective course. This approach allows students to fit courses into their busy work and home schedules, go online wherever they are, and complete the certificate within five months or have up to two-years if necessary. Content and curriculum within each course in the program are designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients. The program is offered in partnership with the *American Council on Exercise*® (ACE), allowing graduating certificate students a preferred discount on the ACE Personal Training Certification Exam and study materials. Current ACE-Certified Professionals who complete courses in the Certificate in PFT Program will earn ACE Continuing Education Credits (CECs) towards recertification. In addition, the Commission on Dietetic Registration (CDR), the credentialing agency for the American Dietetic Association (ADA) has approved the Certificate in Personal Training program for 150 Continuing Professional Education Units (CPEUs), the Advanced Certificated program for 90 CPEUs, and the Optional Field Internship Course for 60 CPEUs for both Certificate program for 90 CPEUs, and the Optional Field Internship Course for 60 CPEUs for both Registered Dietitian (RDs) and Dietetic Technician-Registered (DTRs). Students may also elect to register for the advanced certificate program courses. Students that have completed the core Certificate may then register for the advanced certificate which requires three additional courses.

**Personal Trainer Certificate Course**

Fall Module 1: Sept. 20-Oct. 31  
(Registration Deadline: Sept. 17)

**Course 1: Introduction to Exercise Science-Level I:  
(Anatomy and Kinesiology)**

**Course 2: Introduction to Exercise Science-Level II:  
(Exercise Physiology)**

Fall Module 2: Nov. 1-Dec. 12  
(Registration Deadline: Oct. 29)

**Course 3: Health Risk Profiles and Fitness  
Assessment Techniques:**

**Course 4: Business Administration and Management  
Aspects for Personal Trainers**

Fall Module 3: Dec. 13, 2010-Jan. 23, 2011  
(Registration Deadline: Dec. 10)

**Course 5: Designing Exercise Prescriptions for  
Normal/Special Populations:**

**Course 6: Optional Elective Course  
Optional Field Internship in Personal Fitness  
Training**

**Advanced Certificate Courses**

Fall Module 2: October 18-Nov. 28  
(Registration Deadline: Oct. 15)

**Nutritional Analysis and Management  
Functional Flexibility, Core, and Balance Training  
The Science and Biomechanics of Resistance/Weight  
Training Techniques**

**Professional Certification**

*Professional Certificate in Senior Personal Training  
for Older Adults (TM) (120/180 hours)*

Fall Module 1: Sept. 20-Oct. 24  
(Registration Deadline is Sept. 17)

**Course 1: Socio-Physiological Aspects of Aging  
Course 2: Designing Older Adult Exercise Programs**

Fall Module 2: Oct. 25-Nov. 28  
(Registration Deadline is Oct. 22)

**Course 3: Business Management and Administration  
for the Mature Market**

**Course 4: Exercise and Aging for Special  
Populations**

Fall Module 3: Nov. 29, 2010-Jan. 9, 2011  
(Registration Deadline is Nov. 26)

**Course 5: Optional Elective - Field Internship  
Course in Older Adult Exercise**

*Professional Certificate in Fitness Management (TM)  
(120/180 hours).*

Fall Module 1: Sept. 20-Oct. 24  
(Registration Deadline is Sept. 17)

**Course 1: Business Development and  
Entrepreneurship in Fitness**

**Course 2: Financial Principles & Business Concepts**

Fall Module 2: Oct. 25-Nov. 28  
(Registration Deadline is Oct. 22)

**Course 3: Marketing, Sales and Customer Service  
Management (CSM)**

**Course 4: Fitness Management and Business  
Administration**

Fall Module 3: Nov. 29, 2010-Jan. 9, 2011  
(Registration Deadline is Nov. 26):

**Course 5: Optional Elective - Field Internship in  
Fitness Business Management**

**Professional Certificate in Nutrition for Optimal Health, Wellness, and Sports (TM) (120 hours)**

Fall Module 1: Sept. 20-Oct. 24

(Registration Deadline is Sept. 17)

**Course 1: Nutrition and You: Functional Foods**

**Course 2: Weight Management and Nutrition in the Lifecycle**

Fall Module 2: Oct. 25-Nov. 28

(Registration Deadline is Oct. 22)

**Course 3: Introduction to Sports Nutrition and Performance**

**Course 4: Public Nutrition and Wellness Education**

**Professional Certificate in Women's Exercise Training and Wellness (TM) (120 hours)**

Fall Module 1: Sept. 20-Oct. 24

(Registration Deadline is Sept. 17)

**Course 1: Female Anatomy and Physiology**

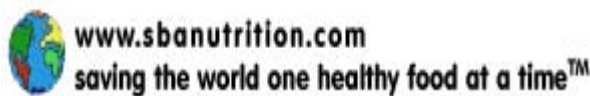
**Course 2: Designing Women's Exercise Programs**

Fall Module 2: Oct. 25-Nov. 28

(Registration Deadline is Oct. 22)

**Course 3: Women's Health and Wellness for Special Populations**

**Course 4: Medically Based Fitness Management and Administration**



For a complete description of these courses, visit the Educational Fitness Solutions website at [www.edfit.com](http://www.edfit.com) or our website at [www.shsu.edu](http://www.shsu.edu) and use the University Fast Links to access the Continuing Education home page..



**COSMETOLOGY**

**Pedicures from a Podiatrist's Perspective - \$15**

This course will take you through an examination and health questionnaire that is "relevant" for a pedicure. It will give you the skills to recognize whether you are free to give your client an unrestricted pedicure, partial pedicure, or referral to a medical professional such as a podiatrist for treatment. 2 hrs.

**Building Your Career - \$10**

This course is designed to give you an overview of the cosmetology industry as well as teaching you some of the tricks of the trade. While the course introduces you to the fundamental theory and practices of the cosmetology profession, the course unfurls an insider's knowledge of the business. Emphasis is placed on professional practices and safety. 1 hr.

**ELECTRICIANS**

2005 NEC Grounding & Bonding with Texas Laws - \$45

The focus of this course is to cover TDLR Rules and Regulations for electricians and to ensure proper electrical safety protection and the proper grounding of electrical services, raceway systems, and equipment as regulated by the 2005 National Electrical Code. 4 hrs.

**ENGINEERING**

There are 61 courses to choose from to complete your engineering continuing education requirements. You can purchase an "all you can eat" plan for just \$295.

**INSURANCE AND FINANCIAL SERVICES**

Insurance Continuing Education Courses Approved for General Credit which applies to all license lines. All courses are Classroom Equivalent Courses that do not require a final exam. Classroom Equivalent courses will fulfill the TX Classroom requirement. A complete list of courses is available on our website.

COURSES ARE ALSO AVAILABLE IN THE AREAS OF: **CERTIFIED FINANCIAL PLANNING, CE INSURANCE PRE-LICENSE EXAM PREP SECURITIES & FUTURES PREP**

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**Sam Houston State University Continuing Education**

## BUSINESS COURSES

### Accounting Fundamentals

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

### Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

## BUSINESS COURSES

### Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

### Project Management Fundamentals

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

### PMP Certification Prep

Prepare to take—and pass—the PMP certification exam. Course 1 of 2.

## START YOUR OWN BUSINESS

### Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. .

### Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

## GRANT WRITING/NONPROFITS.

### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

### Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

## CAREER IDEAS

### Real Estate Investing

Build and protect your wealth by investing in real estate.

## PERSONAL DEVELOPMENT

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

## PERSONAL ENRICHMENT

### Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

## TEST PREP

### GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

### SAT/ACT Preparation - Part 1

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

## DIGITAL PHOTOGRAPHY

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

### Photoshop Elements

#### I and II

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

## ENTERTAINMENT

### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

## FAMILY & FRIENDS

### Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

### Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.

## LANGUAGES

### Speed Spanish I

II and III are now available!

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

### Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed.

Instructor-facilitated online course

## ART, HISTORY, MATH, & MORE

### Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

### Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

## LAW & LEGAL CAREERS

### Business Law for Small Business Owners

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

### Evidence Law

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial. .

## PERSONAL FINANCE

### Where Does All My Money Go?

Learn how to get control of your money once and for all.

### Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement.

## HEALTH CARE

### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### Certificate in Gerontology

(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

## TEACHING

### Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

### Teaching Students With Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

## WRITING.

### Write Fiction Like a Pro

Author teaches you how professional writers use story outlines to structure any type of story.

### Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

Instructor-facilitated online courses

## BASIC COMPUTER LITERACY

### Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

### Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look. .

## COMPUTER APPLICATIONS

### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

### Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

## COMPUTER APPLICATIONS

### Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

### Performing Payroll in QuickBooks

Discover the secrets of effortlessly setting up and processing your payroll.

## WEB DESIGN

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

### Creating Web Graphics with Photoshop CS3

Learn how to use Photoshop to create graphics for the Web.

## WEB PROGRAMMING

### Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

### Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

## COMPUTER PROGRAMMING

### Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

### Introduction to C# Programming

Learn the fundamentals of computer programming with the new C# programming language.

## CERTIFICATION PREP

**Basic CompTIA® A+ Certification Prep**  
Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

**CompTIA Security+ Certification Prep**  
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

## NETWORKING/TROUBLESHOOTING

**Introduction to PC Troubleshooting**  
Learn to decipher and solve almost any problem with your PC.

**Wireless Networking**  
Industry expert shows you how to plan, deploy, and connect to wireless networks.

## NEW RELEASES

**Teaching ESL/EFL Reading**  
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

**Performing Payroll in QuickBooks 2009**  
Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

**Homeschool With Success**  
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

**Easy Classroom Podcasting**  
In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.  
**Making Age an Asset in Your Job Search**  
This course is a guide for older workers looking to make a career change, find employment opportunities or learn strategies that give them the best chance of getting hired.

**Photoshop Elements 7 for the Digital Photographer**  
In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images!

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Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day 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.

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| <b>Introduction to Microsoft Excel</b><br>Discover the secrets to setting up fully formatted worksheets quickly and efficiently.                                      | <b>Microsoft Excel</b><br>Work faster and more productively with Excel's most powerful tools.   |
| <b>Creating Web Pages</b><br>Learn the basics of HTML so you can design, create, and post your very own site on the Web.  | <b>Real Estate Investing</b><br>Build and protect your wealth by investing in real estate.  |
| <b>Accounting Fundamentals</b><br>Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.                      | <b>Introduction to Microsoft Access</b><br>Store, locate, print, and automate access to all types of information.                         |
| <b>Speed Spanish</b><br>Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.                              | <b>Introduction to Microsoft Word</b><br>Learn how to create and modify documents with the world's most popular word processor.           |
| <b>A to Z Grantwriting</b><br>Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. | <b>Computer Skills for the Workplace</b><br>Gain a working knowledge of the computer skills you'll need to succeed in today's job market. |
| <b>Introduction to QuickBooks</b><br>Learn how to quickly and efficiently gain control over the financial aspects of your business.                                   | <b>Introduction to PC Troubleshooting</b><br>Learn to decipher and solve almost any problem with your PC.                                 |
| <b>Grammar Refresher</b><br>Gain confidence in your ability to produce clean, grammatically correct documents and speeches.   | <b>Introduction to PowerPoint</b><br>Build impressive slide presentations filled with text, images, video, audio, charts, and more.       |
|   | <b>Discover Digital Photography</b><br>An informative introduction to the fascinating world of digital photography equipment.             |

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## ONLINE WORKFORCE TRAINING PROGRAMS

These self-paced programs are designed with a team of professionals to provide the most effective web-based learning experience possible. Programs can be completed generally in less than 6 months. Instructors are actively involved in the students'

online learning experience by responding to any questions or concerns as well as encouraging and motivating students to succeed. Each program includes everything needed to succeed (books, lessons, quizzes and assignments)! Grades are a combination of computer-graded tests and the instructor's evaluation of the students' work. Students love the quality as well as the convenience of anytime, anywhere learning! For detailed course outlines and demos please visit the website at [www.gatlineducation.com](http://www.gatlineducation.com).

### HEALTHCARE AND FITNESS

#### **Administrative Dental Assistant (150 Hours)**

This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice. Textbooks included. Price \$1595

#### **Administrative Medical Specialist with Medical Billing and Coding (300 Hours)**

This online program teaches students medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam. All materials including student version of medical billing software included. Price \$1995

#### **Advanced Coding for the Physician's Office**

(80 Hours)

CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II Coding, and much more will be covered in this online, instructor-led program. Textbooks and preparation for the Certified Professional Coder (CPC) certification exam is included. Price \$1395

#### **Advanced Hospital Coding and CCS Prep**

(80 Hours)

This Advanced Hospital Coding course prepares students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS). Price \$1695



#### **Certified National Pharmaceutical Representative (120 Hours)**

Students will automatically become a member of NAPSR and receive eligibility to sit for the CNPR national certification exam at no additional cost. Price \$1595

#### **HIPAA Compliance (4 user licenses) (12 Hours)**

The HIPAA Compliance online program provides doctors and their staff with a simple route to compliance. Price \$599

#### **Human Resources for Healthcare Professionals (80 Hours)**

This program provides a comprehensive human resource management foundation, grounded in practice, for those who intend to work or are working in healthcare settings. All of the modules in this program instill a solid foundation in both human resources and healthcare administrative practices. Price \$1995

#### **ICD-10 Medical Coding: Preparation and Instruction for Implementation (200 Hours)**

This online program will teach students how to prepare for and implement the massive changes to the existing coding system. Textbook included. Price \$1595

#### **Medical Billing and Coding (240 Hours)**

Students can learn medical billing and coding from the comfort of their own homes with this online, instructor-facilitated program. Students are prepared for an entry-level position doing medical billing and/or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials included. Price \$1595

#### **Medical Terminology (60 Hours)**

The Medical Terminology online program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Textbook is included! Price \$595

#### **Medical Transcription (240 Hours)**

This online, instructor-led program will prepare you to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included. Price \$1595

#### **Pharmacy Technician (240 Hours)**

This online program will teach the skills needed to gain employment as Pharmacy Technician in either the hospital or retail setting. All materials included. Price \$1795

#### **Veterinary Assistant (240 Hours)**

This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Textbooks included. Price \$1795



## BUSINESS AND PROFESSIONAL

### **Administrative Professional with Microsoft Certified Application Specialist (MCAS)** (240 Hours)

Our Administrative Professional with MCAS training will not only provide you with Administrative Professional training but will also teach you how to use the new Microsoft Office 2007 suite of programs (Word, Excel, Access, Outlook, and PowerPoint) as well as the new Vista operating system. Price \$1995

### **Administrative Professional with Microsoft Office Specialist** (240 Hours)

This online program teaches the skills that you must acquire to be successful as an administrative professional. Students will also learn the most popular Microsoft Office 2003 programs including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided. All textbooks included. Price \$1995

### **Bookkeeping the Easy Way with Quick Books** (140 Hours)

This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Textbook and thorough tutorial for Quick Books are included. Price \$1695

### **Certified Bookkeeper** (80 Hours)

This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks included. Price \$1795

### **Certified Global Business Professional** (400 Hours)

This online preparatory program for the Certified Global Business Professional Credential exam is a prestigious acknowledgement of international business expertise. The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional Credential (CGBP) provides a benchmark for competency in global commerce. Price \$2495

### **Certified Wedding Planner** (300 Hours)

Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. Price \$1395

### **Chartered Tax Professional** (180 Hours)

With the innovative online Chartered Tax Professional certificate program, students can start working and earning money while completing coursework. While they apply what they've learned and earn money as a tax preparer, students continue their studies in advanced individual tax preparation, which will enable them to serve clients with more complex tax situations and increase earning potential. Price \$1795

### **Emergency Management Training** (300 Hours)

This emergency management program addresses all phases of emergency management—the social and environmental processes that generate hazards, hazard/vulnerability analysis, hazard mitigation, emergency response and disaster recovery, emergency response, disaster recovery, as well as emergency planning. Price \$2695

### **eBusiness** (200 Hours)

The primary objective of this online program is to introduce concepts, tools and approaches to eBusiness. Textbook included. Price \$1995

### **English as a Second Language - Global English** (unlimited hours)

This exciting new Global English program is perfect for students who wish to either learn or improve their English language skills. The Global English program gives each student a 12 month license to the Global English service. This service is designed to accommodate the needs of all levels of students – beginner, intermediate, and advanced in both general and business English curriculum. Every student will have access to an unlimited amount of courses for a full year! Price \$595

### **Entrepreneurship: Start-Up and Business Owner Management** (360 Hours)

This Entrepreneurship course provides an excellent foundation for not just the start-up business owner, but also the business owner or manager who wants to gain a deeper understanding of some of the essential principles associated with owning and operating a start-up or on-going business. Price \$2095

### **Freight Broker/Agent Training** (150 Hours)

Become a part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker, or as a freight broker agent. Price \$1695

### **Grant Writing** (300 Hours)

If you are thinking of starting a business that utilizes grants, learn the essentials in writing or acquiring grants for private, public, or government use in this nationally recognized Grant Writing course. Price \$2095

### **Help Desk Analyst: Tier 1 Support Specialist** (80 Hours)

The Help Desk Analyst online program will prepare students for a challenging technical support role. Textbooks included! Price \$1495



### **Microsoft Certified Application Specialist Training (MCAS)** (120 Hours)

The online MCAS training program will be prepare students to sit for the MCAS national certification exam through Microsoft®. Price \$1595

### **Microsoft Office Specialist 2003 (MOS)** (120 Hours)

This online program is a comprehensive, performance-based program that teaches students to be proficient using the most popular suite of Microsoft Office 2003 programs including Word, Excel, Power Point, Outlook, and Access. Textbooks included! Price \$1595

### **Non-Profit Management Training** (300 Hours)

For those who work with or desire to work in a non-profit organization or business environment, this is the program for you. The Non-Profit Management Program is particularly well suited for anyone in who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a perspective on some of the unique issues facing management of a non-profit organization. Price \$2095

**Paralegal (225 Hours)**

This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included! Price \$1795

**Payroll Practice and Management (80 Hours)**

This new online program is designed to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. Price \$1595

**Project Management (40 Hours)**

This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep included. Price \$1495

**Purchasing & Supply Chain Management (300 Hours)**

This exciting online training program is particularly well suited to anyone working in or interested in working in purchasing, supply chain management, or procurement. In this program students will be introduced to the various aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. Price \$2095

**Records Management (180 Hours)**

Gatlin's online record management certificate course is a power packed online training program that will teach you how to manage electronic records and conquer the paper pile-up. Textbook included. Price \$1395

**Search Engine Marketing (250 Hours)**

This comprehensive program will show students how to create, monitor and maintain successful search engine rankings, integrate technology such as dynamic content and Flash, take advantage of pay-per-click advertising, and much more. Price \$1795

**Search Engine Optimization (150 Hours)**

This 3-part program will teach you how to tailor your website to achieve better search engine ranking, incorporate dynamic technology such as Flash, and make the most of your website's content. Price \$1395

**Technical Writing (80 Hours)**

The Technical Writing online training program is designed for anyone who wishes to develop their technical writing abilities to a professional level. Our technical writing program will give you the skills you need to get noticed! Price \$1595

**Travel Agent Training (200 Hours)**

This industry-leading program will prepare students for the Institute of Certified Travel Agents TAP Certification teaches the basic skills needed to operate a computer reservation system. All materials included. Price \$1595

**Understanding Earned Value Management (30 Hours)**

In this program, you will learn what is necessary to plan and manage your project utilizing Earned Value concepts. Price \$1295

**IT AND SOFTWARE DEVELOPMENT****.NET Training (177 Hours)**

Students will learn to develop web applications based on Microsoft's .Net development environment. This program begins with computer technology basics and leads to web and application development. Price \$1995

**Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)**

Our Administrative Professional with MCAS training will not only provide you with Administrative Professional training but will also teach you how to use the new Microsoft Office 2007 suite of programs (Word, Excel, Access, Outlook, and PowerPoint) as well as the new Vista operating system. Price \$1995

**Administrative Professional with Microsoft Office Specialist (240 Hours)**

This online program teaches the skills that you must acquire to be successful as an administrative professional. Students will also learn the most popular Microsoft Office 2003 programs including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided. All textbooks included. Price \$1995

**AutoCAD 2007 (150 Hours)**

This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2007 textbook included. Price \$1795

**AutoCAD 2009 (150 Hours)**

This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2009 textbook included. Price \$1995

**Cisco® CCENT® Certification Training (70 Hours)**

This online program involves extensive hands-on work on a Cisco switch, a router, connecting to a WAN and implementing network security in a simulated network environment and prepares students for the Cisco CCENT certification exam. Textbook included. Price \$1795

**Cisco® CCNA® Certification Training (100 Hours)**

This online program involves extensive hands-on work on Cisco routers, switches, and firewalls in a simulated network environment and prepares students for the Cisco CCNA certification exam. Textbook included. Price \$1995

**CompTIA™ A+ Certification Training (320 Hours)**

This online program will prepare students to take the CompTIA A+ Hardware and the A+ Operating System Technologies exams. Price \$1695

**Comp TIA™ Linux+/LPI Level One Certification Training (300 Hours)**

This online program teaches the fundamentals of the Linux operating system including how to configure Linux system services, how to manage a Linux system in a networked environment, and finally, how to manage the servers a Linux system provides. Textbooks included. Price \$2195

**Comp TIA™ Network+/Server+ Certification Training (80 Hours)**

This online program will prepare students for both Network+ and Server+ national certification exams. Price \$1495

**Comp TIA™ Security+ Certification Training (120 Hours)**

This online Security+ course helps prepare a student for the CompTia Security+ certification exam. Textbook included. Price \$1695

**Forensic Computer Examiner (150 Hours)**

The online Forensic Computer Examiner program prepares individuals for a career as a forensic computer examiner. Students will learn to retrieve evidence and prepare reports, based on that evidence, which will stand up in a court of law. This program is an authorized Certified Computer Examiner (CCE) training course and thoroughly prepares students to take the CCE certification exam. Price \$3095

**Help Desk Analyst: Tier 1 Support Specialist (80 Hours)**

The Help Desk Analyst online program will prepare students for a challenging technical support role. Textbooks included! Price \$1495

**Microsoft Access 2007 (35 Hours)**

This nationally recognized Microsoft Access 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Access 2007 software. Price \$595

**Microsoft Certified Application Specialist (MCAS) (120 Hours)**

The Microsoft Certified Application Specialist Training program is the only performance-based certification program approved by Microsoft to assess and validate computer skills using Microsoft Office 2007® Microsoft Excel, Word, PowerPoint, Access and Outlook, as well as Microsoft Windows Vista. Price \$1595

**Microsoft Certified Database Administrator (MCDBA) (460 Hours)**

The online MCDBA program will prepare students for Microsoft's national MCDBA certification exam. Price \$3095

**Microsoft Certified Desktop Support Technician (MCDST) (200 Hours)**

The online MCDST program prepares students for Microsoft's national MCDST certification exam. Price \$1795

**Microsoft Certified System Administrator 2003 (MCSA) (440 Hours)**

The online MCSA program will prepare students for Microsoft's national MCSA certification exam. Price \$2495

**Microsoft Certified System Administrator Plus 2003 (MCSA+) (340 Hours)**

The online MCSA+ program will prepare students for Microsoft's national MCSA+ certification exam. Price \$2195

**Microsoft Certified System Engineer 2003 (MCSE) (700 Hours)**

The online MCSE program will prepare students for Microsoft's national MCSE certification exam. Price \$3295

**Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS) (480 Hours)**

This nationally recognized Microsoft Certified Technology Specialist: Microsoft SQL Server 2005 course teaches students thorough knowledge of the product, as well as an understanding of how to use the Transact-SQL language, and know how to explore the user interface. Price \$3095

**Microsoft Excel 2007 (35 Hours)**

This nationally recognized Microsoft Excel 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Excel 2007 software. Price \$595

**Microsoft Office Specialist 2003 (MOS) (120 Hours)**

This online program is a comprehensive, performance-based program that teaches students to be proficient using the most popular suite of Microsoft Office 2003 programs including Word, Excel, Power Point, Outlook, and Access. Textbooks included! Price \$1595

**Microsoft Outlook 2007 (35 Hours)**

This nationally recognized Microsoft Outlook 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Outlook 2007 software. Price \$595

**Microsoft PowerPoint 2007 (35 Hours)**

This nationally recognized Microsoft PowerPoint 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft PowerPoint 2007 software. Price \$595

**Microsoft Vista Business (35 Hours)**

This nationally recognized Microsoft Vista Business online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Vista Business software.. Price \$595

**Microsoft Word 2007 (35 Hours)**

This nationally recognized Microsoft Word 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Word 2007 software. Price \$595

**RFID (Radio Frequency Identification) on the Web™ (70 Hours)**

RFID on the Web™ will provide the student with the information and practice exams necessary to sit for the CompTIA™ RFID+ certification exam as well as the knowledge and information necessary to evaluate and implement RFID technology in various application scenarios. Price \$2495

**Search Engine Marketing (250 Hours)**

This comprehensive program will show students how to create, monitor and maintain successful search engine rankings, integrate technology such as dynamic content and Flash, take advantage of pay-per-click advertising, and much more. Price \$1795

**Search Engine Optimization (150 Hours)**

This 3-part program will teach you how to tailor your website to achieve better search engine ranking, incorporate dynamic technology such as Flash, and make the most of your website's content. Price \$1395

**Web Database Developer (267 Hours)**

The Web Database Developer online program will provide students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet. Price \$2195

**Webmaster (150 Hours)**

This online Webmaster program begins by teaching simple web page development and progresses by introducing new concepts by involving you in active web page implementation using HTML and Dynamic HTML. Textbook included. Price \$1795

## MANAGEMENT AND CORPORATE

**Alternative Dispute Resolution Certificate (180 Hours)**

This online Mediation and Dispute Resolution program is offered in partnership with the Institute for Advanced Dispute Resolution™. Mediation is a formal process of negotiation which uses a third-party neutral who has limited or no authoritative decision-making power to facilitate communication among the people who are involved in the conflict or dispute. Materials included. Price \$4195

**Core Mediation Certificate (60 Hours)**

Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. All materials included. Price \$1595

**Corporate Governance and Ethics** (15 Hours) This innovative program teaches companies and professionals how to reduce fraud losses -and how to effectively work to eliminate future frauds. It offers comprehensive coverage of fraud detection, warning signs, technology tools, investigation techniques, financial statement screening, fraud risk in e-commerce, pro-active fraud risk and much more. Price \$895

**Entrepreneurship: Start-Up and Business Owner Management** (360 Hours) This Entrepreneurship course provides an excellent foundation for not just the start-up business owner, but also the business owner or manager who wants to gain a deeper understanding of some of the essential principles associated with owning and operating a start-up or on-going business. Price \$2095

**Leadership and Legacy: Seven Steps to Leading High Achieving Teams** (70 Hours) This unique online program provides students with the information and application to develop, work in, and lead high achieving teams at work, at home, and in the community. Price \$1395

**Lean Mastery** (60 Hours) Students will learn the concepts and theories needed to transform an organization to Lean in this online, expertly-facilitated program. Price \$1695

**Management for IT Professionals** (390 Hours) The Management for IT Professionals online training program is designed for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants a perspective on some of the unique issues facing management in the IT field. Materials included. Price \$2095

**Management Training** (360 Hours) This program is perfect for the business owner, entrepreneur, or anyone seeking to learn the essentials in business and management. If you are thinking of starting a business or pursuing an MBA, learn the essentials here! Price \$2095

**Non-Profit Management Training** (300 Hours) For those who work with or desire to work in a non-profit organization or business environment, this is the program for you. The Non-Profit Management Program is particularly well suited for anyone in who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a perspective on some of the unique issues facing management of a non-profit organization.

**Payroll Practice and Management** (80 Hours) This new online program is designed to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. Price \$1595

**Project Management** (40 Hours) This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep included. Price \$1495

**Purchasing Management** (300 Hours) This exciting online training program is particularly well suited to anyone working in or interested in working in purchasing, supply chain management, or procurement. In this program students will be introduced to the various aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. Price \$2095

**Records Management** (80 Hours) Gatlin's online record management certificate course is a power packed online training program that will teach you how to manage electronic records and conquer the paper pile-up. Textbook included. Price \$1395

**Six Sigma Black Belt** (200 Hours) The Black Belt training program integrates online learning with hands-on data analysis. The course material provides an in-depth look at the DMAIC problem-solving methodology, as well as deployment and project development approaches. Workshops are incorporated extensively throughout the training to challenge the student's analytical and problem-solving skills. Price \$2695

**Six Sigma Green Belt** (100 Hours) Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online experience provides the skills needed to affect this highly valuable skill as well as prep for the national certification. All materials included. Price \$1895

**Technical Writing** (80 Hours) The Technical Writing online training program is designed for anyone who wishes to develop their technical writing abilities to a professional level. Our technical writing program will give you the skills you need to get noticed! Price \$1595

## MEDIA AND DESIGN

**3ds max** (650 Hours) This exciting new online program will teach students how to use both 3ds max and Character Studio to design, develop, and animate 3D video game characters. Price \$4095



**Business Marketing Design** (240 Hours) The Business Marketing Design program focuses on developing the visual identity, advertising, and marketing design skills required for a corporate or small business environment. Students learn professional applications for Adobe Photoshop and Illustrator or equivalent digital imaging and vector drawing tools. Price \$5595

**Digital Arts Certificate** (225 Hours) The Digital Arts Certificate program focuses on developing technical skill and creative artistry in digital photography and imaging. Price \$5595

**English as a Second Language -Global English** (unlimited hours) This exciting new Global English program is perfect for students who wish to either learn or improve their English language skills. The Global English program gives each student a 12 month license to the Global English service. This service is designed to accommodate the needs of all levels of students – beginner, intermediate, and advanced in both general and business English curriculum. Every student will have

### **Fine Arts Training (200 Hours)**

Build a foundation in drawing and painting, deepening your knowledge of the fine arts. Expert Faculty provides critique and feedback on projects within 1-2 business days, helping you build a creative portfolio for prospective employers. Price \$4495



### **Graphic Design (80 Hours)**

This online program begins with the fundamentals of design and guides the student through the terms and processes they will use to turn their knowledge of design into a career. Price \$1495

### **Interior Design (350 Hours)**

In this new and exciting interactive online program, you will learn how to create spaces for living, working, and enjoyment. The program focuses on Design Theory, Design Process methods and Design Studio Work. Price \$2295

### **Multimedia Design Certificate (225 Hours)**

The Multimedia Certificate focuses on providing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Price \$5595

### **Video Game Art (300 Hours)**

The Video Game Art program builds technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects put you through your paces, helping you develop a high-quality portfolio of game art. Price \$5595

### **Video Game Design and Development (500 Hours)**

Learn the high-end techniques and engineering principles behind modern videogame technology with this exciting online program. Price \$1995

### **Website Design (225 Hours)**

The Website Design online training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. Students learn professional applications for Adobe Photoshop, Macromedia Dreamweaver and Flash, or equivalent software tools. Price \$5595

## **HOSPITALITY AND GAMING**

### **3ds max (650 Hours)**

This exciting new online program will teach students how to use both 3ds max and Character Studio to design, develop, and animate 3D video game characters. Price \$4095

### **Certified Global Business Professional (400 Hours)**

This online preparatory program for the Certified Global Business Professional Credential exam is a prestigious acknowledgement of international business expertise. The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional Credential (CGBP) provides a benchmark for competency in global commerce. Price \$2495

### **Hospitality and Casino Management (200 Hours)**

The Hospitality and Casino Management program is intended to prepare students to work in the rapidly expanding field of Tribal Government Gaming Enterprises.. All materials are included. Price \$2495

### **Travel Agent Training (200 Hours)**

This industry-leading program will prepare students for the Institute of Certified Travel Agents TAP Certification teaches the basic skills needed to operate a computer reservation system. All materials included. Price \$1595

### **Video Game Art (300 Hours)**

The Video Game Art program builds technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects put you through your paces, helping you develop a high-quality portfolio of game art. Price \$1995

### **Video Game Design and Development (500 Hours)**

Learn the high-end techniques and engineering principles behind modern videogame technology with this exciting online program. Price \$1995

## **SKILLED TRADES AND INDUSTRIAL**

### **Chemical Plant Operations (400 Hours)**

This online training program will teach you the skills you need to gain employment as a Chemical Plant Operator. Chemical Plant Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. Price \$2595

### **Freight Broker/Agent Training (150 Hours)**

Become a part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker, or as a freight broker agent. Price \$1695

### **Home Inspection (200 Hours)**

This program covers the principal components of a home inspection procedures and processes. Price \$2095

### **HVAC Technician (320 Hours)**

This program is designed to prepare learners using an online, mentor facilitated, self-paced environment for entry-level positions in the HVACR industry, continuing education for upgrading skills, or becoming Certified or Licensed (NATE, etc). Price \$3095

### **Modern Automotive Service Technician(380 Hours)**

The Modern Automotive Service Technician online program teaches the construction, operation, diagnosis, service, and repair of late-model automobiles and light trucks. This comprehensive program uses a building-block approach that starts with the fundamental principles of system operation and progresses gradually to complex diagnostic and service procedures. Students and professionals learn quickly and easily, helped by thousands of color illustrations, scores of 2-D and 3-D animations, built-in quizzes, and other interactive features. Price \$2695

### **Oil Refinery Operations (400 Hours)**

Oil Refinery Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. The necessary science concepts are built into the course modules. Price \$2595

# General Information

## Office of Continuing Education

### Course Quality Commitment

All SHSU Continuing Education instructors are experienced in their fields and are eager to make participation in their classes both worthwhile and enjoyable. Courses have clear and specific learning objectives. Students are asked to evaluate classes at the last session, however, suggestions or comments can be made at any time by calling the Continuing Education Office at 936-294-4568.

### Continuing Education Unit (CEU)

One Continuing Education Unit (CEU) is defined as “ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” The purpose of CEU is to provide a permanent record of educational accomplishments for nonacademic credit courses. The minimum requirement for satisfactory completion of any CEU awarding course is 90% attendance. The number of CEUs is indicated in the catalog description for each qualifying course.

### Services for People with Disabilities

If special arrangements are required for people with disabilities to attend any Continuing Education class, please contact the office at 936-294-4568.

### Refund Policy

A refund of any tuition paid will be granted if Sam Houston State University cancels the program for any reason. Tuition paid, *less a processing fee of 10% of the total program fee*, will be refunded if **written** notice of withdrawal is received at the Office of Continuing Education within one week of the first class meeting. **NO REFUND WILL BE GRANTED AFTER THE FIRST CLASS HAS MET.**

### Cancellation

In the event that a scheduled class must be cancelled, every effort will be made to notify registered students by telephone. Signs will also be posted at the class location. In the event of severe weather conditions, tune in to your local radio station or news for SHSU closings.

### Discount on Fees

Alumni of SHSU who hold a valid Alumni Association membership status will be extended a 10% discount on local, non-partnered classes.

### Registration Information

**Register in person** at the Continuing Education office located at 1825 Sycamore Avenue. Office hours are 8 am to 5 pm, Monday through Friday.

**Register by mail** by completing a registration form and mailing it in with a check/money order, or a Visa or MasterCard number. Make check payable to: SHSU.

Mail to:

Continuing Education, Box 2477, Huntsville, TX 77341-2477.

**Register by fax** by completing the registration form, including credit card information, and faxing to 936-294-3729 anytime day or night.

**Register by phone** using a Visa or MasterCard by calling 936-294-4568.

### Parking Permit Fees

All Continuing Education students attending classes on the SHSU campus must have a parking permit placed on the dashboard of their vehicle or they will receive a citation from the University Police.

|                           |        |                     |
|---------------------------|--------|---------------------|
| 2 weeks or less - no chg. |        | 7-8 weeks - \$3.00  |
| 3-4 weeks                 | \$1.00 | 9-10 weeks - \$4.00 |
| 5-6 weeks                 | \$2.00 | 11+ weeks - \$5.00  |



|                          |                     |
|--------------------------|---------------------|
| For Office Use Only      |                     |
| <input type="checkbox"/> | Receipt # _____     |
| <input type="checkbox"/> | Confirmation Letter |
| <input type="checkbox"/> | NELL                |

## CONTINUING EDUCATION REGISTRATION FORM

NAME: \_\_\_\_\_ SS# \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE: # \_\_\_\_\_ ALTERNATE: \_\_\_\_\_

*Please print your email address very clearly.* E-MAIL: \_\_\_\_\_

For Parking Permits:

LICENSE PLATE # \_\_\_\_\_ YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Introduction to Computer  | <input type="checkbox"/> Swing/Jitterbug    | <input type="checkbox"/> Instant Guitar    | <input type="checkbox"/> Personal Fitness Trainer |
| <input type="checkbox"/> Introduction to Word      | <input type="checkbox"/> Spanish and Coffee | <input type="checkbox"/> Spanish Out There | <input type="checkbox"/> Paralegal                |
| <input type="checkbox"/> Introduction to Excel     | <input type="checkbox"/> Sign Language I    | <input type="checkbox"/> Instant Piano     | <input type="checkbox"/> Interpretation           |
| <input type="checkbox"/> Country and Western Dance | Other _____                                 |  |   |

***To enroll in health related courses, come by our office at 1825 Sycamore to pick up a course registration packet.***

***For online courses please specify the course you are enrolling in \_\_\_\_\_***

***PAYMENT:***

*COURSE FEE(S)\$ \_\_\_\_\_ PARKING FEE \$ \_\_\_\_\_*

*TOTAL\$ \_\_\_\_\_*

CASH     CHECK: # \_\_\_\_\_ *(Please make payable to SHSU)*

MASTERCARDS/AMERICAN EXPRESS # \_\_\_\_\_

EXP \_\_\_\_\_ Security # \_\_\_\_\_

|  |
|--|
| <p><b>Complete registration form and return to:</b></p> <p>SHSU Continuing Education<br/>Box 2477, 1825 Sycamore Ave.<br/>Huntsville, TX 77341<br/>Phone: 936.294.4568<br/>FAX: 936.294.3729<br/>Website: <a href="http://www.shsu.edu/~exl_www/">www.shsu.edu/~exl_www/</a></p> |
|--|

*I \_\_\_\_\_, acknowledge by signing below, that I understand I will receive only 90% of the course fee when a letter of resignation is submitted before classes begin. If I resign after the course has begun, then I will NOT receive a refund.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Sam Houston State University Continuing Education



Non-Credit Classes  
For Professional and Personal Development

FALL CATALOG 2010

Sam Houston State University  
*A Member of the Texas State University System*

EMAIL: [icc\\_cag@shsu.edu](mailto:icc_cag@shsu.edu) WEB: [www.shsu.edu/~exl\\_www/](http://www.shsu.edu/~exl_www/)

Sam Houston State University  
Office of Continuing Education  
Box 2477  
Huntsville, TX 77341-2477