
HORIZONS

OFFICE OF CONTINUING EDUCATION

**WINTER/
SPRING 2011**

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

Non-Credit Classes For Professional and Personal Development

OFFICE OF CONTINUING EDUCATION

1825 SYCAMORE AVENUE

BOX 2477

HUNTSVILLE, TX 77341

(936) 294-4568 FAX (936) 294-3729

EMAIL: icc_cag@shsu.edu WEB: www.shsu.edu/~exl_www/

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 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: LaDonna Pesek
Mon. & Wed. February 7-March 2 6-8 PM

INTRODUCTION TO EXCEL — \$89

Prerequisites: Basic keyboard and computer skills. Learn the secrets of setting up worksheets for budgeting at home or being more productive in the workplace. Instruction is provided in the basic functions of Excel. You will learn how to enter text and numbers, enter formulas, save a workbook, open existing workbooks and modify worksheets. Key terms for the Excel environment will also be discussed. (16 contact hours)
Instructor: LaDonna Pesek
Mon. & Wed. March 21-April 13 6-8 PM

DANCE COURSES

BALLROOM I - \$50/person

Participants will learn basic steps to the waltz, single swing, and foxtrot. 12 contact hours
Instructor: Ken Hartness
Monday January 24-March 14 7-8:30 PM

COUNTRY/WESTERN DANCE - \$40/ person

One of the most popular styles of dance today, Country and Western dancing is danced socially as well as competitively. The standard dances are 2-Step, Polka, Waltz, and Swing. This is a fun style of dance and there is much to learn. (9 contact hours)
Instructor : Ken Hartness Summer 2011 TBA

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. February 21-May 4 6-7:30 PM
No classes March 14 & 16

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. January 18-March 22 12-12:50 PM

TRANSLATION (ENGLISH-SPANISH) - \$75

An introductory course for those who are interested in developing basic translation skills (English to Spanish; Spanish to English). The course will emphasize the differences and similarities between English and Spanish structures. The course will prepare students for basic entry-level translations. (10.5 contact hours)
Instructor: Maria Perez-Gerling
Thurs. February 10-March 31 6-7:30 PM
No class March 17

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. January 25-March 15 6-9 PM

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. February 12 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. February 28-May 4 6:30-9 PM

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
Summer 2011

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. February 28-May 4 6:30-9 PM

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

Tues. & Thurs. March 1-May 24 6-9 pm
Also four (4) Saturday classes will be required March 5, March 26, April 16 from 9am-3pm, May 14 8am-4pm

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 Summer 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
Summer 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. January 10-April 13, 2011 6-9pm

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
Mon. & Wed. January 24-March 30 4:30-7:30 pm

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.

Tues. & Thurs. February 1-July 14, 2011 5:30-8:30 pm

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



PARALEGAL CERTIFICATION — \$1189

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Training includes instruction on how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which paralegals are most in demand. The Paralegal Certificate Course offers instruction on how to work as a full-time or part-time paralegal, or how to open your own freelance business. There are no prerequisites other than a high school diploma or GED, but students must be prepared to complete a significant amount of homework each week. This program can help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills.

Online Paralegal Certification and Advanced Paralegal Certificates Courses

Spring Session I: January 10-February 25

Spring Session II: March 7-April 22

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

Online schedule for courses listed below:

Spring Session I: January 10-February 25

Spring Session II: March 7-april 22

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 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.	Jan. 8	9-12 PM
Tues..	Jan. 25	6-9 PM
Sat..	Feb. 5	9-12 PM
Tues.	Feb. 22	6-9 PM
Sat.	Mar. 5	9-12 PM
Tues.	Mar. 22	6-9 PM
Sat.	Apr. 9	9-12 PM
Tues..	Apr. 19	6-9 PM
Sat.	May 7	9-12 PM
Tues.	May 17	6-9 PM
Tues.	May 31	6-9 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.

ALSO AVAILABLE at 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.

2011-2012

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

Track #6 – Information Systems for Manager

December 15-16, 2011 & January 19-20, 2012



RETIREMENT WORKSHOP

FINANCIAL PLANNING FOR EDUCATION EMPLOYEES – No Fee

Across the nation there is concern surrounding the question of retirement. When can I retire? What is the best vehicle to use for growing retirement investments? How much must I have saved at retirement? Can I afford to retire? This seminar has been designed to specifically address the issues as they apply to faculty and staff in the field of education. Those attending who have reached or surpassed 45 years of age and are looking at retirement within the next ten to fifteen years find the information especially beneficial. This information includes the latest on TRS, social security, and the interaction between them. There is also discussion on wills, estate planning, life insurance needs, and retirement income sources along with tools to help comfortably navigate through wise investing. We strongly encourage participants to include their spouses in the workshop so that everyone in the household is equipped to ask better questions and have a deeper understanding of what is needed to find the path that is right for their retirement. (7.5 contact hours) Instructor: Sonny Horn
Tues. & Thurs. Feb. 8, 10, 15 6:30-9 pm

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. Visit our real estate partner at www.act-for-courses.com. to register.

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 for more details or call our office at 936-294-4568 for a brochure.



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

Spring Module 1: Feb. 7-Mar. 20
(Registration Deadline: Feb. 4)

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

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

Spring Module 2: Mar. 21-May 1
(Registration Deadline: Mar. 18)

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

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

Spring Module 3: May 2-Jun. 12

(Registration Deadline: Apr. 29)

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

Course 6: Optional Elective Course

**Optional Field Internship in Personal Fitness
Training**

Advanced Certificate Courses

Spring Module 1: Feb. 7-Mar. 20)

(Registration Deadline: Feb. 4)

Nutritional Analysis and Management

Functional Flexibility, Core, and Balance Training

**The Science and Biomechanics of Resistance/Weight
Training Techniques**

Professional Certification

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

Spring Module 1: Feb. 4-Mar. 20

(Registration Deadline is Feb. 4)

Course 1: Socio-Physiological Aspects of Aging

Course 2: Designing Older Adult Exercise Programs

Spring Module 2: Mar. 21-May 1

(Registration Deadline is Mar. 18)

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

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

Spring Module 3: May 2-Jun. 12

(Registration Deadline is Apr. 29)

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

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

Spring Module 1: Feb. 7-Mar. 20

(Registration Deadline is Mar. 4)

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

Course 2: Financial Principles & Business Concepts

Spring Module 2: Mar. 21-May 1

(Registration Deadline is Mar. 18)

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

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

Spring Module 3: May 2-Jun. 12

(Registration Deadline is Apr. 29):

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

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

Spring Module 1: Feb. 7-Mar. 20
(Registration Deadline is Mar. 4)

- Course 1: Nutrition and You: Functional Foods**
- Course 2: Weight Management and Nutrition in the Lifecycle**

Spring Module 2: Mar. 21-May 1
(Registration Deadline is Mar. 18)

- Course 3: Introduction to Sports Nutrition and Performance**
- Course 4: Public Nutrition and Wellness Education**

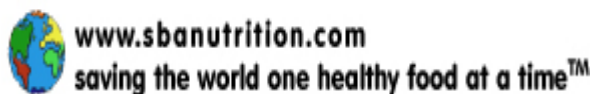
Professional Certificate in Women's Exercise Training and Wellness (TM) (120 hours)

Spring Module 1: Feb. 7-Mar. 20
(Registration Deadline is Feb. 4)

- Course 1: Female Anatomy and Physiology**
- Course 2: Designing Women's Exercise Programs**

Spring Module 2: Mar. 21-May 1
(Registration Deadline is Mar. 18)

- 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 or our website at 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**

For a complete listing of courses available in the fields named above, visit our website at <http://shsu.360training.com>.

ONLINE LEARNING



Sam Houston State University Continuing Education

Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self-paced
- All materials, workbooks, and software are included
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Online Courses

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

Features:

- 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.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/shsu
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Introduction to Microsoft Excel

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

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

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

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

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

MORE COURSES AVAILABLE AT OUR WEBSITES

www.gatlineducation.com

www.ed2go.com/shsu

ED2GO ONLINE COURSES. MOST COURSES ARE \$104. Check our website for details at www.ed2go.com/shsu.

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.

Instructor-facilitated online course

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.

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.

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!

Instructor-facilitated online courses



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We offer you hundreds of engaging online courses for adults, covering every topic from SAT Test Preparation to Web Design.

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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 www.gatlineducation.com

Business and Professional

Administrative Professional with Microsoft Office 2007 Master – 240 hours (\$1995)

Start your career as an administrative professional with this online training program. You'll learn administrative skills, travel and event planning techniques, effective communication skills, and more. You'll also learn to master Microsoft Office 2007.

Administrative Professional with Microsoft Office Specialist 2003 Training – 240 hours (\$1995)

Learn the skills you need for a successful career as an administrative professional. Office management, communication skills, event planning and more are covered in this program, along with training on the Microsoft Office 2007 suite of programs.

Administrative Professional with Microsoft Office Specialist 2007 Training – 320 hours (\$2295)

Learn the skills you need for a successful career as an administrative professional. Office management, communication skills, event planning and more are covered in this program, along with training on the Microsoft Office 2003 suite of programs.

Bookkeeping the Easy Way with Quickbooks – 140 hours (\$1695) Learn basic bookkeeping procedures and how to use QuickBooks software.

Certified Alternative Dispute Resolution Specialist – 240 hours (\$2995) This online Alternative Dispute Resolution Certificate (ADR) program is offered in partnership with IADR GLOBAL. Dispute Resolution is a rapidly growing field of study and a process commonly used in federal and local government agencies, corporations, non-profit and for profit agencies as well as in private ADR practices.

Certified Bookkeeper – 120 hours (\$1795)

The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Global Business Professional – 400 hours (\$2495)

The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Certified Mediator – 120 hours (\$1595)

This comprehensive online training program will provide you with the core skills necessary for the practice of mediation.

Chartered Tax Professional – 180 hours (\$1795)

Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

Entrepreneurship: Start-Up and Business Owner Management – 360 hours (\$2095)

This program covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing, and management. If you've ever thought about owning your own business, this program can help make that dream come true!

Grant Writing – 300 hours (\$2095)

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Marketing Design Certificate – 420 hours (#5595)

This program focuses on design for marketing and business—creating logos, advertisements, communications, and more. You'll learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

Non-Profit Management – 300 hours (\$2095)

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

Paralegal – 300 hours (\$1795)

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Pay Per Click Marketing – 150 hours (\$1495)

Pay-per-click marketing refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. The program covers search-engine marketing, Internet advertising, using Google's AdWords program, keyword marketing, building ads, conducting research, and more.

Payroll Practice and Management – 80 hours (\$1595)

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

Purchasing and Supply Chain Management – 300 hours (\$2095)

Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you'll learn in this online program.

Records Management Certificate – 180 hours (\$1395)

This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Search Engine Marketing – 250 hours (\$1895)

Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

Search Engine Optimization – 150 hours (\$1495)

The Search Engine Optimization Online Training Program will teach you how to increase a Web site's traffic by improving its rankings with search engines.

Technical Writing – 80 hours (\$1595)

This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You'll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

Healthcare and Fitness

Administrative Dental Assistant – 150 hours (\$1595)

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Administrative Medical Specialist with Medical Billing and Coding – 300 hours (\$1995)

Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology – 360 hours (\$2295)

Become an administrative medical specialist, medical billing specialist, or a medical coder. You'll learn the essential skills, as well as mastering medical terminology.

Advanced Coding for the Physician's Office – 80 hours (\$1395)

Take the next step in your career and prepare for the Certified Procedural Coding national certification exam with the help of this online training program.

Advanced Hospital Coding and CCS Prep – 80 hours (\$1695)

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

Clinical Dental Assistant – 240 hours (\$1995)

The Clinical Dental Assistant Online Training Program will provide you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

Emergency Management Training for First Responders – 300 hours (\$1995)

Emergency management is one of the fastest-growing professions. Learn the skills you need to get started in this field.

ICD-10 Medical Coding: Preparation and Instruction for Implementation – 200 hours (\$1595)

Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

Medical Billing and Coding – 240 hours (\$1595)

Prepare for a career as a medical billing and coding professional.

Medical Billing and Coding + Medical Terminology – 300 hours (\$1895)

The Medical Billing and Coding + Medical Terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Medical Terminology – 60 hours (\$595)

Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.

Medical Transcription – 240 hours (\$1595)

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Medical Transcription + Medical Terminology – 300 hours (\$1895)

Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

Pharmacy Technician – 300 hours (\$1995)

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

Veterinary Assistant – 240 hours (\$1795)
Prepare for a new career as a Veterinary Assistant as you learn how to care for animals and assist the veterinarian during examinations.

Hospitality

Certified Wedding Planner – 300 hours (\$1395)
This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Event Management and Design – 300 hours (\$1895)
From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

Travel Agent Training – 200 hours (\$1595)
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in the travel industry.

IT and Software Development

.NET Training – 177 hours (\$1995)
Learn how to develop and maintain Web sites and acquire the skills necessary to develop Web applications based on Microsoft's .NET development environment.

3ds max – 360 hours (\$1695)
Learn to use 3ds Max to design, develop, and create 3D animation.

AutoCAD 2009 – 150 hours (\$1995)
AutoCAD is now the leading program for computer-aided design (CAD) throughout the world. This online training program takes a step-by-step approach to learning the 2D tools associated with AutoCAD 2009.

AutoCAD 2011 - 150 hours (\$2395)
In this program, students will master basic and advanced design skills as they gain hands-on practice in using the 2D tools in Auto CAD 2011. This program will also give students the skills they need to prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

AutoCAD 2011 with AutoCAD 3D - 230 hours (\$3295)
In this program, students will master basic and advanced design skills as they gain hands-on practice in using the 2D commands and 3D modeling tools in AutoCAD 2011.

AutoCAD 3D - 80 hours (\$1495)
Students who have mastered AutoCAD's 2D concepts and methods can take their skills to a new level by adding 3D tools to their repertoire. Software not included.

AutoCAD 3D, Software included - 80 hours (\$1795)
Same as above with software.

Cisco® CCNA® Certification Training – 100 hours (\$1995)
The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, and operate simple routed LANs and WANs while preparing you for Cisco Exam 640-802.

CompTIA™ A+ Certification Training – 150 hours (\$1695)
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

CompTIA™ Network+ Certification Training – 80 hours (\$1495)
Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

CompTIA™ Security+ Certification Training – 80 hours (\$1495)
Take your first step toward a career as a security professional and prepare yourself for the CompTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Forensic Computer Examiner – 150 hours (\$3095)
The Forensic Computer Examiner Online Training Program will train you to thoroughly examine digital media and to clearly document, control, prepare, and present examination results. This program will prepare you for the Certified Computer Examiner test.

Help Desk Analyst: Tier 1 Support Specialist – 80 hours (\$1495)
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

Microsoft Access 2007 – 35 hours (\$595)
Master Microsoft Access 2007 software with this convenient online training program.

Microsoft Certified Desktop Support Technician (MCDST) – 200 hours (\$1795)
This Microsoft Certified Desktop Support Technician (MCDST) Online Training Program will prepare you for the certification. MCDST is the premier credential certification for IT professionals who support and troubleshoot the Microsoft Windows operating system.

Microsoft Certified System Administrator 2003 (MCSA) – 440 hours (\$2495)
This program prepares you for the MCSA credential on Microsoft Windows 2003, which demonstrates that you have the technical proficiency and expertise to successfully manage and maintain the Microsoft Windows Server 2003 System for medium- to large-sized companies.

Microsoft Certified System Administrator Plus 2003 (MCSA+) – 340 hours (\$2195)

This program is for you if you already hold CompTIA certifications and wish to also complete the MCSA training.

Microsoft Certified System Engineer 2003 (MCSE) – 700 hours (\$3295) Prepare for MCSE certification with the Microsoft Certified Systems Engineer 2003 Online Training Program! The MCSE 2003 credential is the premier certification for IT pros who work with the Microsoft Windows 2003 platform and Microsoft server software.

Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS) – 480 hours ((\$3095)
Gain a thorough understanding of Microsoft SQL Server 2005 and prepare for certification as a technology specialist.

Microsoft Excel 2007 – 35 hours (\$595)
Learn basic through advanced skills using Microsoft Excel 2007 while preparing for certification.

Microsoft Office 2007 Master – 160 hours (\$1595)
The Microsoft Office 2007 Master Online Training Program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Microsoft Office 2007: Excel, Word, Power Point, and Outlook. This online program will prepare you for certification while teaching you basic through advanced skills with Microsoft Office 2007 programs.

Microsoft Office Specialist 2003 (MOS) – 120 hours (\$1595)
Prepare for certification in Microsoft Office 2003 Excel, Word, PowerPoint, Access, and Outlook. Gain the skills to use these programs like a pro.

Microsoft Office Specialist 2007 – 240 hours (\$1895)
Prepare for certification in Microsoft Office 2007 Excel, Word, PowerPoint, Access, and Outlook. Gain the skills to use these programs like a pro.

Microsoft Outlook 2007 – 35 hours (\$595)
Master Microsoft Outlook, including formatting e-mail, scheduling appointments, creating contacts and more. You'll prepare for certification as you learn the ins and outs of Outlook.

Microsoft PowerPoint 2007 – 35 hours (\$595)
Learn to use Microsoft PowerPoint 2007 software. This online training program will teach you to create dynamic slideshows and presentations while you prepare for certification.

Microsoft Project 2007 – 60 hours (\$795)
Learn how to use Microsoft Project to plan, manage, and track projects effectively while getting the preparation you need to take the Microsoft Project professional certification exam.

Microsoft Project 2007, Standard Edition Software Included – 60 hours (\$1295)

Learn how to use Microsoft Project to plan, manage, and track projects effectively while getting the preparation you need to take the Microsoft Project professional certification exam. Tuition includes the required Microsoft Project 2007, Standard edition software.

Microsoft Windows Vista – 35 hours (\$595)
Take charge of Windows Vista with this online training program and learn to manage files, folders, devices, drivers, and more. You'll also gain the skills to become certified.

Microsoft Word 2007 – 35 hours (\$595)
Learn how to create, format, and secure professional and creative documents using Microsoft Word 2007 while preparing for certification.

RFID (Radio Frequency Identification) on the Web™ - 70 hours (\$2495)
RFID on the Web will give you the knowledge to successfully implement and support an RFID system and to pass the CompTIA RFID+ Certification exam.

Web Database Developer – 267 hours (\$2195)
The Web Database Developer Online Training Program will teach you to incorporate database design, development, and deployment into e-commerce sites, dynamic Web sites, and business-to-business data collaboration.

Webmaster – 150 hours (\$1795)
The Webmaster Online Training Program will teach you to design, develop, and maintain Web sites.

Management and Corporate

Lean Mastery – 60 hours (\$1695)
Eliminate waste from your business by learning and implementing the principles of lean business.

Management for IT Professionals – 390 hours (\$2095)
Learn leadership skills that will help you succeed as a manager in the IT field.

Management Training – 360 hours (\$2095)
If you're thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Project Management – 40 hours (\$1495)
The Project Management Online Training Program will help you improve your project management skills and prepare you for certification as a Project Management Professional.

Project Management with Microsoft Project 2007 – 100 hours (\$1995)

Improve your project management skills while preparing for certification as a Project Management Professional, and learn how to use Microsoft Project 2007 software as you prepare for the Microsoft Project professional certification exam.

Project Management with Microsoft Project 2007, Standard Edition Software Included – 100 hours (\$2495)

Improve your project management skills while preparing for certification as a Project Management Professional, and learn how to use Microsoft Project 2007 software as you prepare for the Microsoft Project professional certification exam. Tuition includes the required Microsoft Project 2007, Standard edition software.

Six Sigma Black Belt -200 hours (\$2695)

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Six Sigma Green Belt – 100 hours (\$1895)

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

Understanding Earned Value Management – 30 hours (\$1295) In this program, you'll learn to objectively measure your project performance using earned value concepts.

Media and Design

Digital Arts Certificate – 420 hours (\$5595)

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital photography, imaging, and illustration. This program covers Adobe Photoshop and Illustrator and more.

Fine Arts Certificate – 420 hours (\$5595)

This program will provide you with a foundation in art theory and technique. Modules in theory, digital photography, and drawing are complemented by electives that offer an array of options for self-expression.

Game Art Certificate – 420 hours (\$5595)

The Game Art Online Training Program will help you build technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects will help you develop a high-quality portfolio of game art.

Graphic Design with Photoshop CS3 Training – 200 hours (\$1795) Learn the fundamental principles of design and the most popular software on the market, Adobe Photoshop, and gain the skills you need to work as a graphic designer.

Graphic Design with Photoshop CS4 – 200 hours (\$1795)

Learn the fundamental principles of design and the most popular software on the market, Adobe Photoshop, and gain the skills you need to work as a graphic designer.

Graphic Design with Photoshop CS4, Standard Edition Software Included – 200 hours (\$2495)

Learn the fundamental principles of design and the most popular software on the market, Adobe Photoshop, and gain the skills you need to work as a graphic designer.

Multimedia Arts Certificate – 420 hours (\$5595)

The Multimedia Arts Online Training Program gives you the conceptual, technical, and visual design skills required to create multimedia applications and environments. You'll explore Adobe Photoshop, Flash, and After Effects, as well as digital video editing.

Video Game Design and Development – 500 hours

(\$1995) Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

Web Design Certificate – 420 hours (\$5595)

Learn to use Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash to create stunning Web sites.

Skilled Trades and Industrial

Biofuel Production Operations – 400 hours (\$2595)

The Biofuel Production Operations Online Training Program will give you the education you need to work as a biofuel production operator, inspecting and repairing equipment, operating computer systems, and handling lab equipment.

Chemical Plant Operations – 400 hours (\$2595)

Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program.

Freight Broker/Agent Training – 150 hours (\$1695)

Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

Home Inspection Certificate – 200 hours (\$2095)

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

HVAC Technician – 320 hours (\$3095)

The only HVAC Technician training program of its kind on the Web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

Modern Automotive Service Technician – 380 hours (\$2695)

This program will teach you about the construction, operation, diagnosis, service, and repair of late-model automobiles and light trucks.

Natural Gas Plant Operations – 400 hours (\$2595)

For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

Oil Refinery Operations – 400 hours (\$2595)

Learn the skills you need to start work as an in-demand oil refinery operator.

Paper Mill Operations – 400 hours (\$2595)

This program will give you the skills you need to gain entry-level employment as a paper mill operator.

Power Plant Operations – 400 hours (\$2595)

Learn the skills you need to gain entry-level employment as a power plant operator.

Pulp Mill Operations – 400 hours (\$2595)

Become a pulp mill operator with the skills you learn in this program.

Sustainable Energy and Going Green

Building Analyst Quick Start Program (BPI BA Certification) – 60 hours (\$1195)

This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Certified Green Supply Chain Professional – 60 hours (\$1595)

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

Certified Indoor Air Quality Manager -16 hours (\$795)

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

Certified Indoor Environmentalist – 32 hours (\$895)

Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor Environmentalist Program will help you take the next step in your career.

Performing Comprehensive Building Assessments – 30 hours (\$695)

This program will give you a thorough understanding of the building assessment process, focusing on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine improvement opportunities, and prepare a work scope that will guide the homeowner's decision-making process for making the improvements.

Principles of Green Buildings – 30 hours (\$595)

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Senior Certified Sustainability Professional – 110 hours (\$2495)

Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise's sustainability strategy.

Solar Power Professional – 120 hours (\$1695)

Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

Wind Energy Apprentice – 240 hours (\$2195)

This entry-level Wind Energy Apprentice program prepares you for a career in the wind energy industry.

Detailed program outlines, descriptions, and demos are available at www.gatlineducation.com

Prices and programs are subject to change.

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"/> Ballroom I | <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"/> Translation |
| <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 # _____

Complete registration form and return to:
SHSU Continuing Education Box 2477, 1825 Sycamore Ave. Huntsville, TX 77341 Phone: 936.294.4568 FAX: 936.294.3729 Website: www.shsu.edu/~exl_www/

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

WINTER/SPRING CATALOG 2011

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

EMAIL: icc_cag@shsu.edu WEB: www.shsu.edu/~exl_www/

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