



A
World
of
Opportunities

Summer *2006*

**MIDDLE
TENNESSEE**

STATE UNIVERSITY

Continuing Education
www.mtsu.edu/pdpe

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Professional Development College of Continuing Education and Distance Learning Middle Tennessee State University

General Information

Welcome to PDPE

Professional Development and Personal Enrichment (PDPE) offers continuing education services and programming resources to address the lifelong learning needs of its students. As part of MTSU's College of Continuing Education and Distance Learning, PDPE's mission remains constant: to provide educational opportunities to nontraditional students seeking professional development, career services, conference planning, senior studies, computer training, or personal enrichment. Activities are also available for children, youth, and teens.

Exciting breakthroughs in communications technologies are changing the very fabric of society. PDPE pushes the boundaries of distance, time, and accessibility to reach out to students wherever they are. We offer our programs in a variety of modes, helping people of all ages earn CEUs and certificates, accomplish professional development goals, and pursue recreational and intellectual interests.

Our diverse educational opportunities, quality programs, and dedicated service give lifelong learners access to the vast and valuable resources of our University. We go the distance to make lifelong learning a reality for anyone, anywhere, because we believe everyone deserves the opportunity to improve his or her quality of life through higher education.

PDPE and High Technology

A cutting-edge computer lab, high-tech Web site, and easy-to-use online registration system are some of the things that demonstrate PDPE's commitment to supportive technology. We encourage our lifelong learners and potential students to use our online resources to improve the quality of their PDPE experiences. Please use the Web page listed here to make learning about us and registering for our courses, workshops, and conferences a pleasant experience.

PDPE Home on the Net:
www.mtsu.edu/pdpe

Online Registration Information

Registration begins as soon as our offerings go live on the Internet (mtsu.edu/pdpe), which is not long before our catalog is printed and mailed, and continues until classes have filled or started. Register online early to assure getting a space in the class you want. Please note that you are not "registered" for a class until your payment is received.

Also note that despite registering online, you will not appear on the class roster until our office processes your credit card. Please use a valid card. If not, you will not be enrolled and you risk not getting in the class.

PDPE's Web site will help you choose and register for our courses, workshops, conferences, and other events. Our official home on the Internet is located at mtsu.edu/pdpe. Use this site to learn more about a specific course or event. All courses in our paper catalog contain supplemental material online, which can include expanded schedules, professor bios, and collateral documentation. Many online options, conferences and camps, and certificate programs contain hyperlinks, offering you fast access to related sites and information. Once you have selected a course, it is time to register. Access our online registration system by selecting the registration link for the course you want to take.

Navigate through the categories and subcategories to find the desired offering and click to select. You will discover such information as title, date, daily schedule, fees, location, and so on. As you proceed to the checkout, you will be required to enter certain data including credit card information, which will be transmitted to our office. Do not worry. PDPE uses VeriSign Secured Technology, industry-standard secure encryption guaranteed to protect your credit card information.

Alternate Registration Methods

If you cannot register online, you have plenty of alternatives including mail, phone, fax, or personal visit. Registration begins as soon as our offerings go live on the Internet (mtsu.edu/pdpe), which is not long before our catalog is printed and mailed. If you plan to register by mail or fax, please call our office first at (615) 898-2462 to ensure there is room in the class.

By Mail

Mail a registration form to:

College of Continuing Education
and Distance Learning
Box X109
1301 E. Main Street
Middle Tennessee State University
Murfreesboro, TN 37132

Enclose your check, money order, purchase order number, or VISA or MasterCard number. Make your check payable to Middle Tennessee State University.

In Person

Register in our office Monday–Friday, between 8:00 a.m. and 4:30 p.m. We are located at 820 Fairview Avenue, Room 001, Murfreesboro. Sorry, but due to security reasons, this office cannot accept cash.

By Phone

Call (615) 898-2462 to register by VISA or MasterCard or purchase order number.

By Fax

Complete the registration form. Include your VISA or MasterCard number or approved purchase order number. Fax to College of Continuing Education and Distance Learning, (615) 896-7925.

Cost of course includes a nonrefundable \$25 processing fee unless otherwise stated.

Important

Place the course number on the registration form in the space provided. When enrolling a child, please include the child's name, date of birth, and Social Security number (when available) as well as the parent's or guardian's name and daytime phone number.

Should I preregister?

Yes. Preregistration reserves a space for you in the course and helps us determine whether the course has enough participants to be held. It may save you money, too! For some classes, registration on the day of the class or after the announced preregistration deadline is subject to an additional fee.

May I pay later?

Unfortunately, no. Registration is not complete unless we receive payment. No tax dollars are used to support noncredit professional and personal development programs. Class enrollment must meet the minimum number of students required to cover expenses.

Will I receive confirmation?

A confirmation sheet will be mailed to you after we receive your registration and payment. Read it carefully because it may contain important information about changes in dates, locations, or times. **If you have not received a confirmation two days before your class is scheduled to begin, call our office at (615) 898-2462 for a verbal confirmation.** We cannot assume responsibility for mail delivery. The College of Continuing Education and Distance Learning reserves the right to make changes in its regulations and offerings, if necessary.

If my class is cancelled or moved, will I be notified?

Classes with insufficient enrollment may be cancelled and students notified 24 hours before the first class meeting. Since telephone contacts must be made during the day, we request a daytime phone number and a home phone number where a message may be left.

May I get a refund?

Unless stated otherwise, our policy on refunds is as follows:

- 100% if class is cancelled.
- 100% (minus \$25 processing fee unless otherwise specified) if written request is received up to 24 hours before the first class.
- **No refunds will be given after a class has met twice or, for classes with a single meeting day, after the class has met.**

Send written refund requests to the College of Continuing Education and Distance Learning, MTSU Box X109, 1301 E. Main Street, Murfreesboro, TN 37132.

Will I need a campus parking permit?

All students, including those registered for PDPE classes, are required to have a valid permit to park on campus. You will receive additional information about parking at MTSU when registering for a course, or you may call our offices at (615) 898-2462 with specific questions.

Certificates of Completion and Continuing Education Units (CEUs)

Certificates of Completion are available for satisfactory completion of a noncredit course. Satisfactory completion of a course is defined as attending at least 90 percent of all class meetings and successfully completing any specific course requirements. The Continuing Education Unit (CEU) is a standard unit to recognize certain noncredit activities at an institution of higher learning. For selected courses, CEUs may be awarded to participants who attend at least 90 percent of all class meetings and/or who successfully complete any course requirements. One unit is awarded for each 10 hours of instruction. Call our office to request a Certificate of Completion or CEU letter. The number of CEU credits earned for a course follows the course description. Course listings begin on **page 6**.

Custom-Designed Classes

Practical “how-to” workshops, seminars, or conferences can be tailored to the desires of small business owners and operators as well as larger business groups. Programs can be designed to meet the professional development needs of managers and executives in business, industry, and government. This service includes planning, scheduling meeting space, registration, housing, and food services. Housing, meeting, and eating facilities can accommodate a large number of participants per group. Customized classes can be offered on the Middle Tennessee State University campus or at off-site locations. Contact the College of Continuing Education and Distance Learning at (615) 898-2462 for more information, or visit our office at 820 Fairview Avenue from 8:00 a.m. to 4:30 p.m.

Workforce Development and Corporate Training

On-site training and consulting services are available through the Professional Development and Personal Enrichment unit. Our mission is to provide training, consulting, and professional development programs to help business, industry, and government remain competitive in a global economy. For more information about our training programs and consulting services, please call (615) 898-2462.

In cooperation with Middle Tennessee State University, Achieve Global provides skills training to assist your company in moving your people not only to understand your business strategy but also to embrace it as their own. This training fills gaps in the vital areas of leadership, customer service, teamwork, and sales performance. Achieve Global is the world leader in helping organizations translate business strategies into business results by developing the skills and performance of their people. Learning-based solutions focus on skills training and consulting services in leadership, teamwork, and sales performance.

Custom Course Listing

In most cases the courses, classes, workshops, and programs listed throughout this catalog exist as simple listings with basic information. For additional details (actual class offerings, times, etc.), full descriptions, and links to online registration, please visit us online at www.mtsu.edu/pdpe or call our offices at (615) 898-2462. Classes listed as TBA will be offered during the semester, but the date, time, or location of such classes have not been confirmed. Please visit our Web site or call our offices to check on the status of a class. Classes listed as wait-listed will be offered when sufficient demand exists. Please call our offices to add your name to a wait-listed class.

Professional Development Training

Conferences and Seminars

Career Transition and Personal Development: Preparing for Job and Life Challenges in an Ever-changing World (Kevin McNulty) (three offerings)

This new and exciting life/career development workshop is where you can proactively begin the process of identifying and managing the time, tools, and resources to help you define your life's work and prepare yourself for a new job or career change. This is a highly interactive workshop designed to help participants develop insight into their careers and provide the skills necessary for effective job search and transition.

Individual assistance and feedback on career transition components such as cover letters, resumes, and networking and interviewing skills will be offered. The adult learning methodology for instruction—80% interaction and 20% information delivery—makes the eight-hour workshop a true skill-building event. Upon completion of the course, you should be able to

- assess and better understand your direction;
- identify limiting beliefs that tend to block career transition or limit pursuit of a desired career;
- design a life mission statement and a personal action plan geared toward producing proactive results;
- complete a skills inventory and “gap analysis” to determine what you have and what you need in order to achieve your success;
- develop targeted and “stand out” resumes;
- write effective cover letters;

- learn, practice, and develop confidence-building interview skills;
- network for results and develop a networking action plan;
- develop an effective job search strategy and action plan; and
- understand the hidden job market.

Also, successful participants will leave the workshop with effective cover letters and completed resumes.

The Career Transition workshop is facilitated by Kevin McNulty, chief motivating officer for Humadyn, Center for Human Relations, Growth and Achievement. For more information or to register, go to www.mtsu.edu/pdpe or call 615-898-2462.

PD06S-3292: April 22

PD06U-3291: July 15

PD06F3291: October 7

7 hours

\$99

Tennessee Business Tax Seminar

August 24, 2006, 8 a.m. to 5 p.m.

MTSU's College of Continuing Education and Distance Learning, in partnership with the Tennessee Department of Revenue, will offer a Tennessee Business Tax Seminar. Presentations will be made by representatives from the Tennessee Department of Revenue, Tennessee Department of Labor and Workforce Development, and the Tennessee Comptroller of the Treasury. Topics covered during the workshop include

- legislative amendments to tax law,
- recent court cases that affect tax administration,
- franchise and excise taxes,
- sales and use tax and streamlined sales taxes,
- city and county business taxes,
- tangible personal property tax,
- unemployment tax,
- unclaimed property, and
- individual income tax.

Seminar cost is \$175 and includes all materials, breakfast, lunch, and refreshments. Educational credit (CEUs, CPEs, and CLEs) will be awarded. Questions can be directed to Cathy Delametter, (615) 494-8952 or cdelamet@mtsu.edu

PD06U-1011

7 hours

\$175

TGFOA Conference

**Tennessee Government Finance Officers Association (TGFOA) Conference
October 26 and 27, 2006*
Cool Springs Marriott, Franklin, TN**

This program is designed to promote the educational and professional interests of government finance officers in the state of Tennessee. The program will aid members in obtaining current information to help develop a higher standard of efficiency in all financial management functions and services. Networking opportunities with allied associations and institutions will also be provided. Visit the TGFOA's Web site at www.tngfoa.org.

**Pre-conference events October 25, 2006.*

PD-1491

12 hours (12 CPEs)

Fee: \$150.00 (includes two continental breakfasts, lunch, and a reception)

Genuine Leadership (Achieve Global)

www.mtsu.edu/~learn/noncredit/profdev.htm

MTSU has partnered with Achieve Global to offer their newest program for developing the skills and performance of your people. Genuine Leadership includes the following modules:

- Principles and Qualities of Leadership
- Connecting with Others (Listening and Speaking Skills)
- Problem Solving
- Coaching Others for Top Performance
- Managing the Performance of Others
- Team Productivity
- Maximizing Supervisory Potential

Call Cathy Delametter, (615) 494-8952, for more information.

Professional Development Seminars

The following seminars can be scheduled for groups of ten or more participants. These seminars can be conducted at your desired location, and the content can be customized to meet your organization's personnel and needs. Most of these seminars can be conducted in half-day or full-day format. For additional information, call Cathy Delametter at (615) 494-8952 or e-mail her at cdelamet@mtsu.edu.

- Change Management
- Communication Skills
- Conflict Resolution
- Consulting Skills
- Delegating for Development
- Diversity Training
- Employee Retention and Motivation
- Empowering Employee Performance
- Facilitation Skills
- Five-Point Performance Management
- Implementing and Leading Continuous Improvement
- Interviewing and Hiring Skills
- Knowledge Management
- Leadership Skills for the "New Boss"
- Leadership Styles
- Managing the Customer Service Choice
- Managing Team Development
- Setting and Achieving Goals and Objectives
- Stress Management
- Synergistic Teamwork
- The Performance Management Process
- Time Management
- Transitioning to Supervision

Quality

Certified Quality Technician Refresher Course

PD-1318

August 2006

30 hours

\$650

Certified Quality Engineer Refresher Course

PD-1281

September 2006

30 hours

\$650

Manager of Quality and Organizational Excellence

PD-2721

August 2006

30 hours

\$950

ASQ Six Sigma Black Belt Certification Test Prep

PD-3211

January 2007

30 hours

\$750

Operations

Professional Engineer Review Course

PD-322 I
August 2006
24 hours
\$550

Six Sigma Green Belt Certification

PD-301 I
Under revision. Contact Cathy Delametter for more information at (615) 494-8952 or cdelamet@mtsu.edu.

Lean Manufacturing Certification Seminar

PD-298 I
Under revision. Contact Cathy Delametter for more information at (615) 494-8952 or cdelamet@mtsu.edu.

Lean Office

PD-3022
April 12–13, 2006
Summer 2006
13 hours
\$250

Supply Chain Management

PD-3022
May 2 and 4, 2006
Fall 2006
15 hours
\$395

Project Management

PD-333 I
May 23–24, 2006
Fall 2006
15 hours
Cost: TBD

Safety

Safety training is offered on request and as needed. Contact Cathy Delametter for more information at (615) 494-8952 or cdelamet@mtsu.edu.

Occupational Safety and Health Courses

Bloodborne Pathogens

PD-304 I
1 hour
\$69

Chemical Hazard Communication Training

PD-305 I
1 hour
\$69

Incipient Firefighting (Portable Extinguisher Training)

PD-306 I
2.5 hours
\$89

Asbestos Awareness

PD-324 I
1 hour
\$69

Fall Prevention Training

PD-327 I
1 hour
\$85

Accident Investigation

PD-308 I
4 hours
\$199

Aerial Lift Safety

PD-326 I
1 hour
\$85

Industrial Lift Truck Operator Training

PD-306 I
6 hours
\$179

Hazardous Materials Training

PD-310 I
7 hours
\$249

Back Safety

PD-334 I
1.5 hours
\$59

Miscellaneous Training

SHRM Learning System

PD-1002 Antioch

PD-1004 Gallatin

PD-1005 Tullahoma

September 2006

35 hours

\$900 (SHRM members)

\$925 (non-SHRM members)

The SHRM Learning System materials are included in the cost of this course.

Certificate in Human Resource Management (two sessions)

PD-2591

PD-2601

September 2006

30 hours per session

\$900 (\$850 each if two)

Writing for Business

PD-3191

Summer 2006

3.5 hours

\$150

How to Get Paid on Time, Every Time! (Glenn Shepard)

PD-1131

Fall 2006

5 hours

\$149

Managing Problem Employees (Glenn Shepard)

PD-1751

Fall 2006

5 hours

\$149

The Leadership Academy (Micheal Burt)

PD-2001

Summer 2006

3.5 hours

\$75

Paralegal Certificate Course

PD-3171

84 hours

\$989

Real Estate

Affiliate Broker Prelicense Course

PD-1211

Mondays and Wednesdays

September 11-November 15

6:00-9:00 p.m.

60 hours

\$425

Online Real Estate Courses available for Continuing Education

See page 20 in the Online section.

These online real estate courses are approved by the state of Tennessee for continuing education. The state requires 16 hours of continuing education every two (2) years starting with the second renewal and every renewal thereafter. All are approved for six hours of continuing education credit.

Language Skills

Language Training for the Workplace

Let the MTSU College of Continuing Education and Distance Learning help your employees with language skills to make them more effective in their jobs, whether dealing with coworkers, patients, or customers. We offer classes customized to include phrases and vocabulary specific to your workplace; classes taught at your location (day or night) if you choose; CEUs and a permanent record of training; a certificate program in Spanish; books, tapes, and materials included in the fee; experienced and highly trained instructors; and pre- and post-assessments

Training is available in English Language Learner/English as a Second Language, Spanish, French, Italian, Japanese, Chinese, German, and Russian.

For more information, please contact MTSU's College of Continuing Education and Distance Learning at (615) 898-2462.

Spanish Certificate Program

\$149 (individual course)

\$399 (all three courses)

Conversational Spanish I

LA06F-1011

September 12–28 (six Tuesday and Thursday evenings)
15 hours
\$149

Conversational Spanish II

LA06F-1021

October 10–26 (six Tuesday and Thursday evenings)
15 hours
\$149

Conversational Spanish III

LA06F-1161

November 2–16 (six Tuesday and Thursday evenings)
15 hours
\$149

Small Business Development Center

The Small Business Development Center (SBDC) at Middle Tennessee State University, in cooperation with the Rutherford County Chamber of Commerce, provides free consulting, practical seminars, and business information for start-up and growing small businesses in the middle Tennessee area. The SBDC is located at the Rutherford County Chamber of Commerce facility and is open Monday through Friday, 9 a.m. to 4 p.m. Contact the SBDC at (615) 898-2745 for a schedule of available programs.



Medical and Health Care

Holistic Institute for Health Massage Therapy Prelicensure Program

Date: TBA

Program Description

The purpose of the Massage Therapy Program is to prepare students for the profession of massage therapy, achieved through the didactic and laboratory application of information gained in the program of study. It is a 500-contact-hour program that follows the guidelines of the state of Tennessee for this health care field. Once students successfully complete the program, they are eligible to apply for licensure in massage therapy in Tennessee. Entrance into the program requires a nonrefundable \$30 application fee. No discounts or refunds are available on these courses. Please call (615) 898-2462 for details and class and program information.

Objectives

- To provide students with the best academic coursework that will lead to successful licensure as massage therapists.
- To provide students with the highest quality of laboratory (modality) training and professional equipment.
- To expose students to the most current literature and concepts of this dynamic profession.

Additional Information

- Each student will need to obtain a massage table during the quarter of enrollment for Swedish-Esalen Massage in order to fulfill the practicum requirements for this course. The cost varies from \$300 to \$500.
- Course textbooks, parking pass, and other materials are included in the cost of tuition.

- Students may apply for Associated Bodyworkers and Massage Professionals (ABMP) membership at the student level for \$39 to take advantage of tuition discounts. Once students have completed their coursework, they are eligible for membership with the ABMP at the professional level. Cost of this membership includes liability insurance and is approximately \$200.
- The Holistic Institute for Health encourages all students to become members of the American Massage Therapy Association (AMTA). Membership in AMTA includes the association's journal, networking opportunities, liability insurance, and the AMTA newsletter. Student membership is approximately \$165 with a \$15 state chapter fee.
- Proof of liability insurance must be furnished before registering for the intern clinic.

Massage Therapy Intern Clinic

A Swedish massage one-hour session is \$25 (20 percent discount with MTSU ID). A 30-minute session is \$15. Clients must be 18 years old or older.

Located on the MTSU campus at the Campus Recreation Center

(Please sign in at front desk.)

**Call (615) 904-8457
for an appointment.**

Holistic Institute for Health Offerings

R 100 (PM) Introduction to Somatic (Massage) Therapy

MH-1001

11 hours

\$150

R 101 (PM) Touch History/ Concepts

MH-1011

22 hours

\$275

R 102 (PM) Client/Therapist Relationships

MH-1021

30 hours

\$350

R 103 (HS) Mind/Body Awareness

MH-1031

22 hours

\$275

R 200 (HS) Anatomy/ Physiology I

MH-2001

33 hours

\$400

R 201 (HS) Anatomy/ Physiology II

MH-2011

33 hours

\$400

R 202 (HS) Kinesiology

MH-2031

33 hours

\$400

R 203 (HS) Nutrition

MH-2031

22 hours

\$350

R 204 (RS) CPR

MH-2041

5 hours

\$50

R 205 (HS) Pathology

MH-2051

\$250

R 207 (HS) HIV/AIDS

MH-2071

5 hours

\$100

R 208 (HS) Hygiene and the Massage Therapist

MH-2081

5 hours

\$100

E 209 (RS) Hydrotherapy and Massage

MH-2091

11 hours

\$150

E 210 (PM) Body Mechanics

MH-2101

11 hours

\$200

R 298 (PM) Therapy Documentation

MH-2981

11 hours

\$200

R 300 (PM) Swedish Massage

MH-3001

55 hours

\$750

R 301 (PM) Sports Massage

MH-3011

30 hours

\$450

R 302 (PM) Lymphatic Drainage Massage

MH-3021

44 hours

\$600

E 303 (RS) Shiatsu

MH-3031

38 hours

\$575

E 304 (PM) Connective Tissue Therapy

MH-3041
30 hours
\$525

E 320 (HS) Skin Conditions

MH-3201
11 hours
\$200

R 400 (HS) Introduction to Pharmacology

MH-4001
16 hours
\$200

R 401 (RS) Business/Marketing

MH-4011
22 hours
\$275

E 403 Cranial–Sacral

MH-4031
22 hours
\$275

R 500 Intern Clinic

MH-5001
80 hours

Students who successfully complete Swedish Massage will be required to complete a minimum of eighty (80) hours of supervised practicum at the intern clinic. Students will sign a contract to complete these hours within the time frame of the contract. This internship will help students gain a working knowledge of giving massages, office management, and a professional approach once they have completed the program of study.

Prerequisites: R 300

Enrollment by permission of director

Contact Hours: 80 clinic hours

Quarters Offered: Summer, Fall, Winter, Spring; Weekdays

Grade Evaluation: Attendance, Paperwork, and Daily Operations of Clinic

E 501 (RS) Neuromuscular Therapy

MH-5011
44 hours
\$700

E 502 (RS) Prenatal Massage

MH-5021
14 hours
\$250

E 503 (RS) Geriatric Massage

MH-5031
20 hours
\$200

E 504 (PM) Chair Massage

MH-5041
10 hours
\$150

E 505 (RS) Infant Massage

MH-5051
16 hours
\$200

R 600 (RS) Ethics in Massage

MH-6001
5 hours
\$100

Medical and Health

Lean Health Care

MH-1621

Contact Cathy Delametter for more information at (615) 494-8952 or cdelamet@mtsu.edu.

CPR for Health Care Providers

MH06F-1331

Saturday, August 19, 8:30 a.m.–2:30 p.m.
CKNB, Room 123
6 hours
\$40

Basic EMT IV

MH06F-1301

Mondays and Wednesdays, 6:00–9:00 p.m.
Classes start October 2, 2006. Registration will open at 8:00 a.m. on Tuesday, August 1, 2006.
231 hours
\$1,349

Computer Technology

Computer Basics and IC³ Certification

If you are looking for beginning courses, you are in the right place! If you just bought your own computer or if you are planning to enter the job market, these courses will offer you the knowledge and skills required to be a functional user of computer hardware, software, and the Internet. More than ever, basic computer and Internet skills are prerequisites for employment.

The following three courses can also lead to IC³ certification. Please see “IC³ Certification” below for details.

Computing Fundamentals

CC-2061

6 hours
\$139

Key Applications

(Word, Excel, Access, PowerPoint)

CC-2051

51 hours
\$551

Living Online

CC-2041

4 hours
\$109

IC³ Certification

Today’s job market demands that you have the knowledge and skills required to be a functional user of computer hardware and software and the Internet. IC³ is a globally recognized standard and certification for digital literacy that validates basic computer skills and Internet knowledge required to be successful in school, work, and life.

Computing Fundamentals, Key Applications, and Living Online are three courses that will prepare you for the Internet and

Computing Core Certification exam. By taking your IC³ certification exams at MTSU, you can prove your computer competency and gain the foundation you need for future computer training. IC³ is the ideal starting point for anyone interested in learning computer and Internet basics. This program offers sufficient Internet and computing literacy skills to enter job markets or begin higher education programs.

Those seeking IC³ certification are required to pass three IC³ exams: Computing Fundamentals, Key Applications, and Living Online.

Microsoft Word

CC-1091

12 hours
\$209 (includes textbook)

Microsoft Excel

CC-1121

12 hours
\$209 (includes textbook)

Microsoft PowerPoint

CC-1511

6 hours
\$139 (includes textbook)

Introduction to Microsoft Access

CC-1431

18 hours
\$249 (includes textbook)

Microsoft Office Specialist (MOS) Certification

Microsoft Office Specialist is the official Microsoft certification for Microsoft Office programs. This certification provides a globally recognized credential for those seeking to advance their careers. It is the premier certification that validates Microsoft Office desktop skills. Successfully complete one of our Microsoft Office application programs, complete the test prep course, and pass the exam, and you will achieve MOS Certification. A certificate will be awarded to those who successfully complete all of the following Microsoft Office courses: Word, Excel, PowerPoint, Access (electives: Outlook, Publisher).

The MOS Certification Exam

This is a test that provides a validation of skills. The specialist designation distinguishes those who are exceptionally knowledgeable

in the use of the Microsoft Office suite of applications. Exams are available for Microsoft Office XP and Office 2003.

CC-1231

MOS Certification Test \$89

Microsoft Publisher

CC-2151

6 hours

\$139 (includes textbook)

Basic Computer Repair Class

CC-1061

6 hours

\$149

HTML 4.0

CC-1421

6 hours

\$139

Microsoft FrontPage

CC-1791

6 hours

\$139

Dreamweaver

CC-1211

6 hours

\$139

Online Offerings and Opportunities

PDPE offers four different methods of learning online: Regents Online Continuing Education (ROCE), Education to Go (ed2go), Gatlin Education Services, and Dearborn Real Estate Courses. Each student should compare each method to find a learning solution that best fits his or her situation. If additional help is needed, please contact our offices at (615) 898-2462.

Regents Online Continuing Education (ROCE)

ROCE offers an extensive continuing education program in a nontraditional method for adults 18 or older regardless of educational background. Continuing education courses are designed to meet the demanding schedules of the workforce.

ROCE offers programs to upgrade skills and improve economic performance in organizations and industries and provides personal enrichment courses for those who wish to obtain knowledge and learn new skills.

www.rodpe.org/roce/

Education to Go (ed2go)

Find it difficult to take time away from work and family to attend school? One of the primary advantages of Education to Go is that students can "attend" class in the comfort and convenience of their homes or offices. Separate sessions start in May, June, July, August, September, October, November, and December, allowing students a great degree of flexibility in scheduling.

www.ed2go.com/mtsu

Gatlin Education Services (GES)

This method involves online education courses designed to provide the workforce skills necessary to acquire professional-caliber positions for many in-demand occupations. GES offers over 40 online certificate programs in allied health, computer/Internet, business, technical, and construction fields.

www.gatlineducation.com

Dearborn Real Estate Courses

These online real estate courses are approved by the state of Tennessee for continuing education. The state requires 16 hours of continuing education every two (2) years starting with the second renewal and every renewal thereafter. Use these courses to fulfill these requirements.

www.dearborn.com/recampus/home.asp?pin_id=742013

Regents Online Continuing Education (ROCE)

www.rodpe.org/roce/

ROCE offers programs to upgrade skills and

improve economic performance in organizations and industries and provides personal enrichment courses for those who wish to obtain knowledge and learn new skills. Each student will need a computer with Internet access, Microsoft Word 98 or later and the ability to use it, and the ability to navigate the Web and use e-mail.

Certified Professional Secretary Courses

The state of Tennessee gives clerical-secretarial or clerical-management staffers a two-step salary increase for successful completion of the CPS examination. State colleges and universities give a nine percent salary increase to their clerical-secretarial or clerical-management nonexempt staff. Many private-sector employers offer incentives to their administrative employees for receiving CPS certification.

- CPS holders earn an average of \$2,300 more annually.
- CPS rating is well-known throughout the country and is a highly sought job requirement by top executives.

Spanish for Law Enforcement

This course is designed to provide non-Spanish-speaking law enforcement personnel with the most important Spanish commands, questions, and phrases critical to protect the community. Study includes how to use Spanish to disarm a suspect; how to make an online letter of completion. The student should provide the University with a copy of each completion letter. The University will issue the student a final certificate of completion.

Spanish for Health Care Professionals

Spanish for Health Care Professionals is a course designed to enable health care professionals to communicate effectively with Spanish-speaking individuals. It is intended for those who know little or no Spanish. Basic Spanish words and phrases related to health care will be covered, including those having to do with health, the body, illness, emergency situations, tests and procedures, how one is feeling, food and nutrition, sex, pregnancy, sexually transmitted diseases, family, drugs, and alcoholism.

Education to Go (ed2go)

www.ed2go.com/mtsu

Many find it difficult to take time away from work and family to attend school. One of the primary advantages of our Internet workshops is that you can “attend class” in the comfort and convenience of your own home or office. Just log into your online classroom to read your lessons or complete your quizzes and assignments or communicate with your instructor and fellow students. Please understand that online courses are not for everyone. Although you will remain in constant contact with your instructor and your classmates through the course discussion areas, learning over the Internet is essentially a solitary activity. If you prefer face-to-face interaction or find it difficult to complete your lessons in a timely manner, you will probably fare better in a traditional classroom environment.

Each course begins on a Wednesday and lasts six weeks. Students must register, pay, and attend an online orientation by 4:00 p.m. on the Tuesday before class begins. Students may register late up to seven days after the course begins. Registration fees are \$69–\$99 per course. For course descriptions, outlines, exact prices, and registration, please visit our Web site at www.ed2go.com/mtsu.

After successfully completing the final exam for each course, the student will print an online letter of completion. The student should provide the University with a copy of each completion letter. The University will issue the student a final certificate of completion.

Courses begin each month as follows:

May 17, 2006—CC06U-1521

June 21, 2006—CC06U-1522

July 19, 2006—CC06U-1523

August 16, 2006—CC06F-1521

All ed2go classes are 24 hours.

To register for an ed2go online course, you must go online to www.ed2go.com/mtsu. Select your course online and complete the registration process. After making payment to our office, go back online and complete your orientation. Courses are updated regularly. Please go to the Web site to see new additions or deletions.

Start Your Own Business

Start and Operate Your Own Home-Based Business
Start Your Own Consulting Practice
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Learn to Buy and Sell on eBay
Growing Plants for Fun and Profit
Business Planning for the Retired
Creating a Successful Business Plan
Secrets of the Caterer
WOW, What a Great Event
Caring for Children
Beginning Braille Transcription
Intermediate Braille Transcription

Business Courses

Fundamentals of Supervision and Management
Employment Law Fundamentals
Understanding the Human Resources Function
Project Management at e-Speed
Project Management Fundamentals
Introduction to Business Analysis
Mastery of Business Fundamentals
Administrative Assistant Fundamentals
Managing Technical Professionals
Successful Construction Business Management
Principles of Sales Management
Building an Ethical Business
Customer Service Fundamentals
Six Sigma: Total Quality Fundamentals
Effective Selling

Accounting

Accounting Fundamentals
Accounting Fundamentals II
Creating a Successful Business Plan
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2000
Intermediate Microsoft Excel 2003
Introduction to QuickBooks 2005
QuickBooks for Contractors
Performing Payroll QuickBooks

Computer Fundamentals

Keyboarding
Introduction to the Internet
Introduction to Windows XP
Windows File and Disk Management
Computer Skills for the Workplace
Working with Your OS X iMac and Macintosh
101 Tips and Tricks for the iMac and Macintosh
Using AppleWorks 6

Computer Applications

Introduction to Microsoft Word
Introduction to Microsoft Excel
Introduction to Microsoft Access
Introduction to Microsoft PowerPoint
Introduction to Microsoft Publisher
Introduction to Microsoft Outlook
Introduction to QuickBooks
Quicken for Windows

Graphic Design

Photoshop for the Absolute Beginner
Creating Web Pages
Creating Web Graphics with Paint Shop Pro 8
Introduction to Dreamweaver MX
Introduction to Flash MX
Introduction to Adobe Premiere 6

Web Design and Programming

Introduction to Microsoft FrontPage
Creating Cascading Style Sheets
Introduction to XML
JavaScript Programming for the Web
Java for the Absolute Beginner
CGI Programming for the Web
Web Programming with ColdFusion
Introduction to JSP Programming

Computer Programming

Introduction to Visual Basic .NET
C++ for the Absolute Beginner
Introduction to the Game Industry
Computer Graphics Programming with OpenGL
Introduction to Perl Programming
Introduction to SQL
Introduction to Database Development
Introduction to Oracle

Computer Troubleshooting and Networking

Introduction to PC Troubleshooting
Creating a Home or Small Office Network
Introduction to Networking
Intermediate Networking

Digital Photography

Discover Digital Photography
Digital Photography OUTPUT!
Secrets of Better Photography
Mastering Digital Photography:
Photographing People

Lifestyle Enrichment

Enjoying European Art Online
Drawing for the Absolute Beginner
Genealogy Basics
Assisting Aging Parents
Wine Appreciation for Beginners
Film Literacy
The Magic of Hypnosis
Outdoor Survival Techniques
British History: King Henry VIII and His Six Queens
Inspiring Tales from the Underground Railroad
Philosophy for the New Millennium
Jungian Psychology
Music Made Easy

Personal and Career Development

Resume Writing Workshop
Hidden Market Job Search Strategies
Twelve Steps to a Successful Job Search
Achieving Success with Difficult People
Individual Excellence: Secrets of Career Success
Get Assertive!
Leadership
Communicating Like a Leader
Goodbye to Shy
Get Funny!
Conquer Your Stress!
Stress S.O.S. for Women
Merrill Ream Speed Reading
Caring for Children
Work Yourself Happy
Get Paid to Travel

Personal Finance

Personal Finance
Debt Elimination Techniques That Work
Stocks, Bonds, and Investing: Oh, My!
Online Investing
Buy or Lease Your Car Like a Pro
Introduction to Stock Options

Parenting

Solving Discipline Problems at Home
Parenting: The First Five Years

Languages

Speed Spanish
Beginning Braille
Beginning Conversational French
Grammar for ESL

Health

Introduction to Natural Health and Healing
Medical Terminology: A Word Association Approach
Food and Fitness to Fight Cancer
Become a Veterinary Assistant
Certificate in Gerontology
Certificate in Complementary and Alternative Medicine

Grantwriting/Nonprofit Management

A-to-Z Grantwriting
Advanced Grant Proposal Writing
Becoming a Grantwriting Consultant
Introduction to Nonprofit Management
Fast-Track Fundraising

Writing and Publishing

Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creativity Training for Writers
The Craft of Magazine Writing
Fundamentals of Technical Writing
The Keys to Effective Editing
Grammar Refresher
Correcting Oral and Written Errors
Business and Marketing Writing
Effective Business Writing
Write Your Life Story
Travel Writing
Write Like a Pro
Crafting Your Short Fiction
Pleasures of Poetry
Introduction to Internet Writing Markets
Beginner's Guide to Getting Published
History of Women Writers

Entertainment Industry Careers

Your Screenwriting Career
You Can Write for Television
Songwriting Success
Marketing Tools for Actors
Introduction to the Game Industry
Theme Park Engineering

Test Prep Courses

GED Preparation
GMAT Preparation
GRE Preparation - Part 1
Introduction to Criminal Law
Keys to Effective Communication
GRE Preparation - Part 2
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2
LSAT Preparation - Part 1
LSAT Preparation - Part 2

Law Courses

Paralegal Certificate Program I
Evidence Law

Courses for Teaching Professionals

The Classroom Computer
Solving Classroom Discipline Problems
Guiding Kids on the Internet
Using the Internet in the Classroom
Enhancing Language Development in
Childhood
Understanding Adolescents

Gatlin Education Services (GES)

www.gatlineducation.com

In cooperation with Gatlin Education Services, we are proud to sponsor online certificate programs that can help you on your way to a new career or part-time job! All you need is a computer with a CD-ROM drive and connection to the Internet. Then go at your own speed and learn online! The programs listed below are self-paced and can be completed in three to six months. You may start your coursework immediately upon confirmation of registration. Your materials will be shipped to you once your registration is confirmed. There will be no refund once your materials have been shipped.

Administrative Dental Assistant

ON-1611
240 hours (24 CEUs)
\$1,395

Administrative Medical Specialist Certificate

ON-1911
150 hours (15 CEUs)
\$1,395

Medical Transcription Certificate

ON-1501
160 Hours (16 CEUs)
\$1,395

Advanced Coding for the Physician's Office

ON-1511
80 Hours (8 CEUs)
\$1,195

Advanced Hospital Coding and CCS Prep

ON-1121
80 Hours (8 CEUs)
\$1,495

Coding Reimbursement Documentation for Physicians (CRDP)

ON-1531
12 Hours (1.2 CEUs)
\$795

HIPAA Compliance—Four User Licenses

ON-1031
12 Hours (1.2 CEUs)
\$599

Human Resources for Health Care Professionals

ON-1681
80 hours (8 CEUs)
\$1,795

Veterinary Assistant

ON-1691
240 hours (24 CEUs)
\$1,595

Revenue Cycle Management for Health Care Providers

ON-1091
12 Hours (1.2 CEUs)
\$795

Pharmacy Technician

ON-1081
240 Hours (24 CEUs)
\$1,595

Microsoft Certified Systems Engineer 2003 (MCSE)

ON-1441
Seven Courses
700 hours (70 CEUs)
\$3,195

Microsoft Certified Systems Administrator 2003 (MCSA)

ON-1451
Four Courses
440 hours (44 CEUs)
\$2,395

Microsoft Certified Systems Administrator Plus 2003 (MCSA+)

ON-1041

260 hours (26 CEUs)
\$2,095

Microsoft Certified Database Administrator (MCDBA)

ON-1461

Five Courses
460 hours (46 CEUs)
\$2,995

Webmaster

ON-1481

150 hours (15 CEUs)
\$1,595

Cisco™ CCNA® Certification Training

ON-1361

80 hours (8 CEUs)
\$1,595

A+ Certification

ON-1001

160 hours (16 CEUs)
\$1,495

Security+ Certification Training

ON-1371

120 hours (12 CEUs)
\$1,495

Web Database Developer Certificate

ON-1111

200 hours (20 CEUs)
\$2,195

Help Desk Specialist Certificate

ON-1021

200 hours (20 CEUs)
\$2,195

AutoCAD 2005

ON-1351

120 hours (12 CEUs)
\$1,595

Graphic Design

ON-1381

80 hours (8 CEUs)
\$1,295

Records Management

ON-1401

80 hours (8 CEUs)
\$1,195

Certified Bookkeeper

ON-1011

80 hours (8 CEUs)
\$1,595

Bookkeeping the Easy Way

ON-1651

140 hours (14 CEUs)
\$1,595

E-business

ON-1571

120 hours (12 CEUs)
\$1,995

Six Sigma Green Belt

ON-1011

100 hours (10 CEUs)
\$1,695

Six Sigma Black Belt

ON-1601

160 hours (16 CEUs)
\$2,495

Lean Mastery

ON-1241

60 hours (6 CEUs)
\$1,495

Home Inspection

ON-1251

200 hours (20 CEUs)
\$1,895

3ds max Program

ON-1271

650 hours (65 CEUs)
\$4,395

Video Game Design and Development

ON-1321

300 hours or (30 CEUs)
\$2,395

Advanced Video Game Audio Design and Development

ON-1311

350 hours (35 CEUs)
\$2,995

Dearborn Online Real Estate Courses

These online real estate courses are approved by the state of Tennessee for continuing education. The state requires 16 hours of continuing education every two (2) years starting with the second renewal and every renewal thereafter. Use these courses to fulfill these requirements.

Ethics in Real Estate

ON-1131
6 hours
\$69

Buyer Representative in Real Estate

ON-1141
6 hours
\$69

Environmental Issues in Your Real Estate Practice

ON-1151
6 hours
\$69

Diversity and Doing Business

ON-1161
6 hours
\$69

Fair Housing

ON-1171
6 hours
\$69

Introduction to Commercial Real Estate Sales

ON-1181
6 hours
\$69

Property Management and Managing Risk

ON-1191
6 hours
\$69

Real Estate Finance Today

ON-1201
6 hours
\$69

Real Estate and Taxes: What Every Agent Should Know

ON-1211
6 hours
\$69

Risk Management

ON-1231
6 hours
\$69

Red Flags: Property Inspection Guide

ON-1221
6 hours
\$69

Commercial Real Estate: Listing Properties

ON-1621
6 hours
\$69

Commercial Real Estate: Understanding Investments

ON-1631
6 hours
\$69

Commercial Set II

ON-1641
6 hours
\$109

Understanding 1031 Tax-free Exchanges

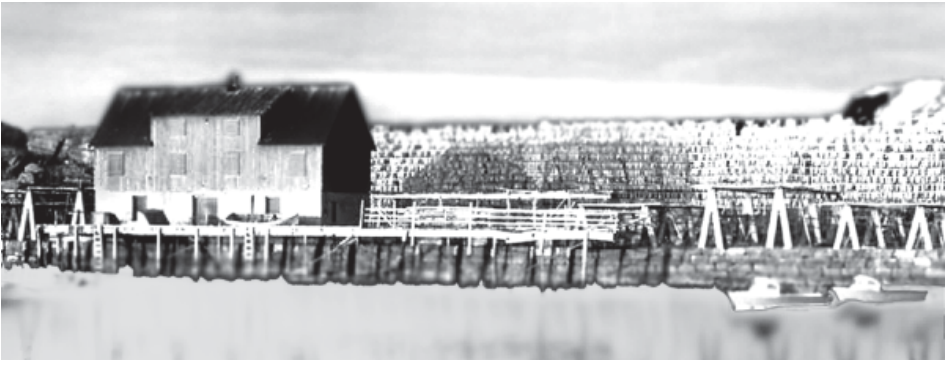
ON-1651
6 hours
\$69

The Truth about Mold

ON-1661
6 hours
\$69

Electronic Transactions in Real Estate

ON-1671
6 hours
\$69



The Writer's Loft

The Writer's Loft is an intensive, three-session program that is the focal point of a certificate in creative writing. The program's low-residency feature means that students representing many different generations, lifestyles, and schedules have the opportunity to pursue their craft on a customized, individual basis. Students may meet as a group during the session, but the Writer's Loft is a one-on-one experience between student and mentor. Throughout a day of orientation, students meet with their mentors to plan the session and decide which type of writing the student will work on during the term: fiction, poetry, creative nonfiction, writing for children, songwriting, screenwriting, memoir, or any combination thereof. Afterward, the aspiring authors return home to exchange three packets of writing with the mentor by mail. The mentor replies in detail, and communication continues between the two by e-mail as the session unfolds.

Public Readings and Publication Opportunities

Each session, the Writer's Loft offers an opportunity for public reading. Each student is encouraged to give a five-minute reading of something created while in the Writer's Loft, and everyone is encouraged to attend in order to support our fellow writers and poets. The Loft sponsors a creative writing and poetry contest each session for its students. Winning entries will spend an entire session on the Loft's Web site and appear in the program's literary journal, *The Trunk*. In addition to spotlighting the current year's literary achievement, *The Trunk* gives our students and mentors another forum in which to publish and showcase their work.

The Application Process, Tuition Information, and Online Resources

We ask that applications for the Writer's Loft be submitted as soon as possible, allowing our staff time to evaluate application packages. Interested applicants are asked to submit

- a standard cover letter;
- three (3) pages of sample writing (if available), double-spaced (any type of writing);
- a resume listing education, applicable experience, and publications, if any (if available); and
- one (1) typed single-spaced page on why the applicant feels that this is the right program for him or her.

Cost (covering all three sessions) for the Writer's Loft is \$3,000. Students must pay \$1,000 each session. A \$200 application fee is due with the application and the balance is due upon acceptance into the program. BEFORE a student may attend the orientation, all accounts must be settled. The application fee is nonrefundable and no refunds will be given after the orientation.

For additional information, please contact Lance Ikard at (615) 898-5651 or theloft@mtsu.edu.

The Writer's Loft Summer 2006 Orientation: May 20

Students and mentors will receive a formal introduction to the Writer's Loft including packet contents, writing formats and expectations, and information about the summer session. Details of the orientation for the summer session will be provided to participants as they register.

**Future Writer's Loft entry dates:
September 2006 and January 2007**

Summer Youth University (SYU)

Join the circle of students heading for success! Experience **Summer Youth University (SYU)**.

Help your child enjoy the slow days of summer with an exciting experience at Summer Youth University. Participants can join us at Middle Tennessee State University for one to three weeks of academic and social enrichment while developing new skills and making new friends. Their adventures can range from learning about the business world to exploring the scenes on campus as they discover their creative writing skills to mastering the latest computer software. Programs and classes are held in college classrooms and are taught by experts in their fields.

SYU is a summer program for middle school children who have completed the 4th, 5th, 6th, and 7th grades. Offerings for SYU 2006 will include Business Adventure, the Young Writer's Loft, and Computer skills. Each session will be for one week. Students may register for the entire three-week experience or for individual weeks.

The Business Adventure

Participants collaborate to complete a business proposal by researching different business models, marketing techniques, graphic design, finances, and teamwork. Each young entrepreneur will have the opportunity to identify and practice the effective characteristics of successful businesspersons while learning about the employment process, business writing, communication, and presentation skills. The week culminates with the presentation of their business plan. No firing is allowed!

Young Writer's Loft

The Young Writer's Loft is a five-day work-shop in creative writing. This program provides an opportunity for young writers to spend concentrated time writing and revising with committed peer writers under the guidance of an experienced writing teacher/professional writer. Each day of the workshop is spent reading, researching, writing, revising, and sharing writing with peers; writers also receive daily feedback from the



guide/teacher. At the end of each day, students complete one writing activity to share with their peers in the Loft. The Young Writer's Loft culminates on Friday afternoon with a public reading of students' works.

Computer Workshop

Students will work with Microsoft Office applications such as Word, PowerPoint, Publisher, and FrontPage. Participants will plan and create documents, letters, presentations, and Web pages and learn to connect pages using hyperlinks. This fun workshop will expose students to skills that can transfer to school and personal activities and can prepare them for even greater use of technology as they progress through their education, career, and life. Join us in 2006 for an educational and fun summer!

June 5–23, 2006 (entire SYU summer session)

- **June 5–9:** The Business Adventure
- **June 12–16:** Computer Workshop
- **June 19–23:** The Young Writer's Loft

Cost (includes lunch and T-shirt): \$249 (one week); \$225 per week (two or more weeks)

Refunds: A \$25-per-week handling fee will be assessed for cancellations. (Substitutions are allowed.)

For more information, visit the program online at www.mtsu.edu/pdpe or call (615) 898-2116.



Personal Enrichment

Digital Photography

AC-1021

9 hours

\$109

Preparing for the GMAT

EP-1041

14 hours

\$200 (textbooks not included)

Preparing for the GRE

EP-1031

14 hours

\$200 (textbooks not included)

Preparing for the LSAT

EP-1061

14 hours

\$200 (textbooks not included)

Preparing for the ACT

EP-1031

14 hours

\$209 (includes textbook)

Motorcycle RiderCourses

Riding and Street Skills for Beginners

This is a three-day course.

Fridays, 6:00–10:00 p.m.

Saturdays, 8:00 a.m.–6:00 p.m.

Sundays, 8:00 a.m.–6:00 p.m.

For exact dates, times, or costs or to register, call Mary Catherine Carlson, (931) 503-1177.

\$195 (helmets and motorcycles provided)

The Experienced Motorcycle RiderCourse

This is a one-day, 8-hour course.

Saturdays or Sundays

8:00 a.m.–5:00 p.m.

\$75

This MTSU/Mid-Tenn Motorcycle Rider Education program has been rated the number-one motorcycle training program in Tennessee for the last three years. We have trained over 3,000 new motorcyclists! Our program

has received two National Safety Awards from the Motorcycle Safety Foundation.

The Motorcycle Safety Foundation RiderCourses are sponsored by Sloan's Honda, Yamaha, Suzuki, Kawasaki; Boswell's Harley Davidson; and Harley Davidson of Murfreesboro. Special thanks to MTSU Parking and Transportation Services.

Licensing-Test Waivers

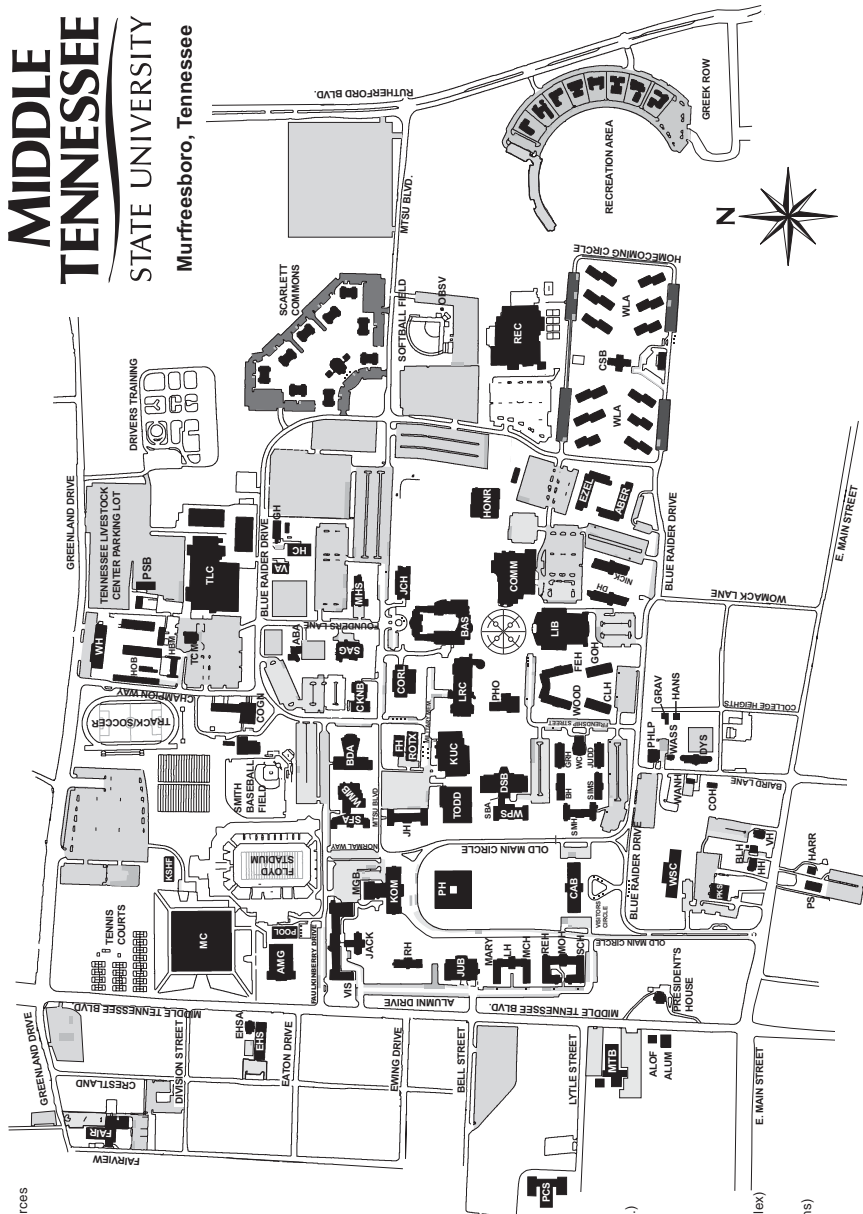
Tennessee now waives the riding and written portions of your Motorcycle Endorsement Test if you successfully complete a beginner's or experienced RiderCourse.

Other Benefits of the RiderCourses:

- **Insurance Discounts.** Many insurance companies offer discounts on motorcycle premiums to students who have successfully completed a RiderCourse. Be sure to ask your insurance agent.
- **Greater Confidence.** One graduate summed it up well: **"It is scary to imagine going on the road without having participated in the RiderCourse."**
- **Improved Skills.** Here's a comment from another graduate: **"I have become more defensive and observant not only while riding a motorcycle but also when driving an automobile."**

MIDDLE TENNESSEE STATE UNIVERSITY

Murfreesboro, Tennessee



Campus Map Legend

ABA	Art Barn Annex	LIB	James E. Walker Library
ABER	Abernathy Hall	LRC	Lee McWhorter Learning Resources Center
ALOF	Alumni Office	MARY	Miss Mary Hall
ALUM	Alumni House	MC	McHenry Center
AMG	Alumni Memorial Gym	MCH	McHenry Hall
BAS	Business and Aerospace Building	MGB	Midwest Building
BDA	Butwell Dramatic-Arts Building	MHS	McFarland Health Service
BH	Beasley Hall	MOH	Monahan Hall
BLH	Black House, 1417 E. Main St.	MTB	Middle Tennessee Building
BLU	(Soc. and Anthropology Annex)	NICK	Nicks Hall
CAB	Cason-Kennedy Nursing Building	OBSV	Observatory
CKNB	Clement Hall	PCS	Homer Pittard Campus School
CLH	Central Hall	PH	Peck Hall
COGN	Central Utility Plant/Coneneration Plant	PHLP	Project HELP Building
COH	Cooper House, 205 Baird Lane. (Psy. Lab)	PHO	Photography Building
COMM	Central Mass Communication Building	PKS	Parking and Transportation Services, 1403 E. Main
CORL	Corley Hall	POOL	Natorium
CSB	Central Services Building (Day Care Center)	PS	Public Safety, 1412 E. Main Street
DH	Deere Hall	PSB	Printing Services Building
DSB	Davis Science Building	REC	Recreation Center
DYS	Tennessee Center for the Study and Treatment of Dyslexia	REH	Reynolds Hall
EHSA	Ellington Human Sciences Building	RH	Rutledge Hall
EZEL	Ezell Hall	ROTX	ROTC Annex
FAIR	Fairview Building	SAG	Stark Agribusiness and Agriscience Center
FEH	Felder Hall	SBA	Streibel Biology Annex
FH	Forrest Hall	SCH	Schardt Hall
GOH	Gore Hall	SFA	Saunders Fine Arts Building
GRH	Gracy Hall	SIMS	Smith Hall
GRAV	Tennessee Center for Child Welfare, 211 College Heights	SMH	Smith Hall
HANS	Tennessee Center for Child Welfare, 207 College Heights	TLC	Telecommunications Building
HARR	Harrison House, 1416 E. Main St. (Center for Historic Pres.)	TOM	Tennessee Livestock Center
HBM	Homes Building Addition	TODD	Todd Hall
HC	Horticulture Facility	VA	Vocational Agriculture
HH	Haynes House, 1411 E. Main St.	VH	Vaughn House, 1421 E. Main St. (Dept. of Criminal Justice Admin.)
HOB	Homes Building (Maintenance Complex)	WANH	Worches Industrial Studies
HONR	Homes Building (Internal Audit)	WANS	Wansley House (Internal Audit)
HONR	Paul W. Martin St. Honors Building	WASS	Wassom House (Budget Office)
JACK	Tom H. Jackson Building (Alumni Center)	WC	Woodmore Cybercafe
JCH	Jim Cummings Hall	WLA	Womack Lane Apartments A-L
JH	Jones Hall	WMB	Wright Music Building
JUD	James Union Building	WOOD	Wood Hall
JUDD	Judd Hall	WH	Warehouse (Maintenance Complex)
KOM	Kirksey Old Main	WPS	Wiser-Patten Science Hall
KSHF	Emmett and Rose Kemom Sports Hall of Fame	WSC	Wood-Stephens Center
KUC	Keathley University Center		(Development and Univ. Relations)
LH	Lyon Hall		

Registration Form

Participant's name _____
first last middle

Participant's Social Security number _____
(Social Security number is optional, but is necessary for CEU credit.)

Telephone number: Work _____ Home _____

Occupation _____

Firm _____

Mailing address _____

City, state, zip _____

E-mail _____ Fax no. _____

If registering a child, please provide the following information:

Parent's/Guardian's name _____ Grade of participant _____

Course title _____

Course number _____ Fee _____

Payment Information

Make check payable to MTSU

Mail to:

College of Continuing Education
and Distance Learning

Box X109

1301 East Main Street

Middle Tennessee State University

Murfreesboro, TN 37132

MasterCard/VISA Exp. _____

Card no. _____

Cardholder's name _____

or fax completed form to (615) 896-7925

System Report Information

Date of Birth _____
required for children's classes

£ Male £ Female

Ethnic Background (optional)

£ White (not of Hispanic origin)

£ Black (not of Hispanic origin)

£ Hispanic

£ Asian or Pacific Islander

£ American Indian or Alaskan Native

Photos of our programs, courses, and events are sometimes taken for promotional purposes. Please check the applicable box and sign.

I do do not give permission for my image to be used in your college's literature and/or Web site.

I do do not give permission for my child's image (if applicable) to be used in your college's literature and/or Web site.

Parent/Guardian/Individual Signature: _____

This Space for University Use

Receipt no. _____ Date _____

Amount rec. _____

CA _____ CK _____ CC _____ CEU _____ Code _____