

2015 Summer Online Course Catalog



300+ Online Courses Available!

COURSE CATEGORIES

ACCOUNTING & FINANCES

BUSINESS

NONPROFIT

CHILDREN, PARENTS, AND FAMILY

COLLEGE READINESS

COMPUTERS

DATABASE MANAGEMENT

DIGITAL PHOTOGRAPHY

GRAPHIC DESIGN

HEALTH CARE

LANGUAGES

LAW AND LEGAL

MICROSOFT APPLICATIONS

PERSONAL ENRICHMENT

PROJECT MANAGEMENT

TEACHING AND EDUCATION

VETERINARY

WEB DESIGN

WRITING

AND MORE!

Prices start as low as:

Complete your courses anytime anywhere!

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.



Instructor-Led



6-week format



Flexible Pace



Affordable



Student Friendly



Effective

Find Your Course

Welcome

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.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:

1. Visit our Online Instruction Center:
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.

Online learning anytime, anywhere ... just a click away!

Instructor-Facilitated

Online Microsoft Office Courses

Learn Microsoft Office
in Six Weeks From the
Comfort of Home

*"...I really feel I
have grown
and have a better
knowledge
of Excel"*

Enroll Now!
by calling:

Microsoft Courses



Intro to Microsoft Word 2013

Master the basic features of this powerful word-processing program to professionally type, edit, and format text, and spell check and print documents.

Intro to Microsoft Excel 2013

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intro to Microsoft PowerPoint 2013

Learn how to use Microsoft PowerPoint 2013 to create animated presentations formatted with color, text, pictures shapes, charts, and text and object hyperlinks.

Introduction to Microsoft Access 2013

Learn to build, edit, and maintain a database in Microsoft Access 2013, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information.

Intro to Microsoft Outlook 2013

Get up to speed with the latest developments in Outlook, including how to manage your email, calendar, and contacts and how to get the most out of program tools such as Search Folders and Quick Steps.

Intro to Windows 8

Learn how get the most from the Microsoft Windows 8 operating system, including managing apps, programs, photos, files, and folders.

[Visit our Online Instruction Center to find more courses!](#)

ACCOUNTING & FINANCES

Accounting Fundamentals

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

Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Advanced Microsoft Excel 2007

Discover the advanced features and functions of Microsoft Excel 2007 and find out everything this powerful program can do for you.

Advanced Microsoft Excel 2010

Discover the advanced features and functions of Microsoft Excel 2010, including data analysis tools, database techniques, and advanced methods for using PivotTables.

Advanced Microsoft Excel 2013

Master advanced features and functions of Microsoft Excel 2013, including analysis tools, data tables, PivotTables, and conditional formatting.

Intermediate Microsoft Excel 2007

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.

Intermediate Microsoft Excel 2010

Take your Microsoft Excel 2010 skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Intermediate Microsoft Excel 2013

Take your Microsoft Excel 2013 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

Intermediate QuickBooks 2012

Discover how to use the advanced features in QuickBooks to gain more control over how you manage your company's accounting files, lists, and inventory.

Intermediate QuickBooks 2013

Master the advanced features of QuickBooks and learn to manage multiple company files, create customer statements, enter price levels for inventory, and much more.

Intermediate QuickBooks 2014

Master the advanced features of QuickBooks and learn to manage multiple company files, create customer statements, enter price levels for inventory, and much more.

Introduction to Crystal Reports

Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.

Introduction to Crystal Reports 10

Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.

Introduction to Microsoft Excel 2007

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Introduction to Microsoft Excel 2010

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Excel 2013

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to Peachtree Accounting 2012

Learn how to perform everyday accounting tasks quickly and easily using Peachtree Accounting 2012.

Introduction to QuickBooks 2011

Use the power of QuickBooks software to take control of your business finances.

Introduction to QuickBooks 2012

Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

Introduction to QuickBooks 2013

Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

Introduction to QuickBooks 2014

Gain control of your business as you learn to use this powerful accounting software to create and print invoices, track your payables and receivables, and more.

Performing Payroll in QuickBooks 2011

Learn to use QuickBooks 2011 to handle all your payroll tasks quickly and easily.

Performing Payroll in QuickBooks 2012

Learn how to use QuickBooks 2012 to create paychecks, pay tax liabilities, and produce forms and reports.

Performing Payroll in QuickBooks 2013

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Performing Payroll in QuickBooks 2014

Learn how to use QuickBooks 2014 to create paychecks, pay taxes, generate forms, and produce dazzling reports.

QuickBooks 2011 for Contractors

Learn to use QuickBooks 2012 to handle all your payroll tasks quickly and easily.

QuickBooks 2012 for Contractors

Learn how to best utilize the Premier Contractor Edition of QuickBooks 2012 to create custom contract estimates, track time and materials, generate powerful reports, and maximize efficiencies.

QuickBooks 2013 for Contractors

Learn how to use the Premier Contractor Edition of QuickBooks 2013 for your construction business to create contract estimates, perform time tracking and job costing, bill your clients, and much more.

QuickBooks for Contractors 2014

Learn how to use the Premier Contractor Edition of QuickBooks 2014 for your construction business to create contract estimates, perform time tracking and job costing, generate powerful reports, and much more.

ALTERNATIVE MEDICINE

Certificate in Complementary and Alternative Medicine

(22 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Healing Environments

In this innovative certificate program, you'll examine how Optimal Healing Environments (OHEs) impact the health of individuals and communities on a physical, social, psychological, and spiritual level.

Certificate in Spirituality, Health, and Healing

(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in Meditation

(8 contact hours) In this certificate program, you'll explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

Certificate in Stress Management

(14 contact hours) Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

ARTS

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your books and articles published.

Drawing for the Absolute Beginner

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

Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be.

Music Made Easy

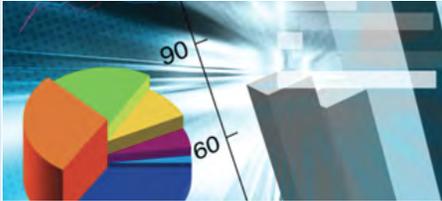
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

INSTRUCTOR-LED ONLINE COURSES

Accounting Fundamentals



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

Introduction to Microsoft Excel 2013



Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to Microsoft Excel 2010



Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

BUSINESS COMMUNICATION

Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Jump-Start Your Career With LinkedIn

Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network.

Keys to Effective Communication

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

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

BUSINESS SKILLS

Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

Administrative Assistant Fundamentals

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

Business Finance for Non-Finance Personnel

This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

Computer Skills for the Workplace

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

This course gave me the confidence to re-enter the workforce. I will be able to apply for jobs that ask for computer knowledge without feeling unsure of my capabilities.

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Introduction to Business Analysis

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

Introduction to Windows 7

Get up to speed quickly on Microsoft Windows 7 with this fun and easy hands-on course for beginners.

Introduction to Windows 8

Learn how get the most from the Windows 8 operating system, including managing apps, programs, photos, files, and folders.

Manufacturing Applications

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

Manufacturing Fundamentals

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

Mastery of Business Fundamentals

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

Purchasing Fundamentals

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

Six Sigma: Total Quality Applications

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

Total Quality Fundamentals

Learn the basics of total quality management.

BUSINESS SOFTWARE

Intermediate Microsoft Word 2007

Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

Intermediate Microsoft Word 2010

Master the more advanced features of Microsoft Word 2010 and learn how to create an index, build a list of figures, design a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts.

Introduction to Microsoft Outlook 2007

Become a productive and confident Microsoft Outlook 2007 user.

Introduction to Microsoft Outlook 2010

Take control over your meetings, emails, and to-do lists by mastering the essentials of Microsoft Outlook 2010.

Introduction to Microsoft Outlook 2013

Get up to speed with the latest developments in Outlook, including how to manage your email, calendar, and contacts and how to get the most out of program tools such as Search Folders and Quick Steps.

Introduction to Microsoft PowerPoint 2010

Learn how to use Microsoft PowerPoint 2010 to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

Introduction to Microsoft PowerPoint 2013

Learn how to use Microsoft PowerPoint 2013 to create animated presentations formatted with color, text, pictures shapes, charts, and text and object hyperlinks.

Introduction to Microsoft Project 2010

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software.

Introduction to Microsoft Project 2013

Discover how to effectively plan, implement, manage, and control projects using the world's most popular project management software.

Introduction to Microsoft Word 2007

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

Introduction to Microsoft Word 2010

Learn how to create and modify documents using Microsoft Word 2010, the world's most popular word processing program.

Introduction to Microsoft Word 2011 for Mac

Learn to use the world's most popular word processor for creating documents and formatting text, now available on the Macintosh.

NONPROFIT

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

CHILDREN, PARENTS, AND FAMILY

Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class.

Common Core Standards for English Language Arts K-5

Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom.

Empowering Students With Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting exploration of your roots.

Homeschool With Success

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

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

Managing Life as a Single Parent

Get the insights, resources, strategies, and support every single mom and dad needs for doing the toughest job on earth—parenting children on your own.

Marriage and Relationships: Keys to Success

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond I do.

Navigating Divorce

Learn how to navigate the legal, financial, emotional, and interpersonal waters of the divorce process and emerge grounded and healthy.

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Singapore Math Strategies: Advanced Model Drawing for Grades 6-9

Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.

Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

OUR MOST POPULAR ONLINE COURSES

Romance Writing

Whether you're a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

Introduction to Microsoft Excel 2010

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Introduction to Lightroom 5

Learn how to use the tools in Adobe Photoshop Lightroom 5 to organize and edit your images, fine-tune lighting and color, and develop an efficient image processing workflow.

Introduction to Microsoft Project 2013

Discover how to effectively plan, implement, manage, and control projects using the world's most popular project management software.

Teaching High School Students

Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.

Accounting Fundamentals

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

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.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Keys to Effective Communication

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

Creating WordPress Websites

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

INSTRUCTOR-LED ONLINE COURSES

Medical Terminology



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

Effective Business Writing



Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Introduction to SQL



Gain a solid working knowledge of the most powerful and widely used database programming language.

Singapore Math: Number Sense and Computational Strategies

In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.

Teaching Preschool: A Year of Inspiring Lessons

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

Teaching Students With Learning Disabilities

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.

Teaching Writing: Grades K-3

Learn how to nurture student writers in the early elementary classroom.

Understanding Adolescents

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

COLLEGE READINESS

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Human Anatomy and Physiology II

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Introduction to Biology

Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.

Introduction to Chemistry

Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

Introduction to Statistics

Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

Math Refresher

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

Medical Math

Master the math skills you need to succeed in the medical field.

COMPUTER APPLICATIONS

Intermediate Dreamweaver CS5

Take your web design skills to new heights as you master advanced Adobe Dreamweaver CS5 techniques.

Intermediate Dreamweaver CS6

Take your Adobe Dreamweaver skills to the next level with more advanced Web design techniques under the tutelage of a proven Web development expert.

CLASSROOM COMPUTING

Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Integrating Technology in the Classroom

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

Microsoft Excel 2007 in the Classroom

Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom.

Microsoft Excel 2010 in the Classroom

Specially designed for teachers, this course will help you master Microsoft Excel 2010 and teach Excel skills to your students.

Microsoft PowerPoint 2010 in the Classroom

Learn how to motivate students and enrich your lessons by bringing Microsoft PowerPoint 2010 into your classroom.

Microsoft PowerPoint 2013 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom.

Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft Word 2010 in the Classroom

Master Microsoft Word 2010 and get the training you need to use and teach this powerful program effectively in the classroom.

Teaching Smarter With SMART Boards

Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

learn from home!

Intermediate Flash CS5

Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.

Intermediate Flash CS6

Take your Adobe Flash skills to the next level by learning advanced Movie Clip symbol, ActionScript, animation, application programming, and interactivity techniques.

Intermediate InDesign CS5

Master the advanced features of Adobe InDesign CS5 and get hands-on practice in creating professional-quality documents.

Intermediate Photoshop CS5

Take your Adobe Photoshop CS5 skills to the next level by mastering layers, layer masks, Smart Objects, and other advanced features that let you re-edit images easily long after you create them.

Intermediate Photoshop CS6

Extend your Photoshop knowledge and learn how to enhance graphics by using layers, layer masks, and other advanced photo-editing features.

Introduction to Adobe Acrobat X

Learn how to use Adobe Acrobat X to create PDF files and take advantage of its many time-saving features, communication options, and forms.

Introduction to Adobe Edge Animate

Learn how to use Edge Animate, Adobe's tool for creating graphics, animation, and interactive content for the Web and mobile devices.

Introduction to CorelDRAW X5

Learn to draw with confidence, using CorelDRAW to design professional newsletters, greeting cards, web graphics, logos, and amazing works of art created from your own photos.

Introduction to Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

Introduction to Dreamweaver CS5

Learn to use Adobe Dreamweaver CS5 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.

Introduction to Dreamweaver CS6

Learn to create Web pages, layouts, and websites using CSS formatting options and other tools with Adobe's industry-standard Web design application.

Introduction to Flash CS5

Learn how to use Adobe Flash CS5 to create engaging Web sites, Flash movies, animation, and interactive applications.

Introduction to Flash CS6

Learn the fundamentals of using Adobe Flash CS6 to create engaging Web pages, mobile apps, Flash movies, animation, graphics, and interactive applications.

Introduction to Illustrator CS5

Learn to create vector graphics and add amazing effects using Adobe Illustrator CS5.

Introduction to Illustrator CS6

Learn to design and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

Introduction to InDesign CC

Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks, business materials and more.

Introduction to InDesign CS5

Learn how to use Adobe InDesign CS5 software to design and produce professional-quality letterhead, brochures, business cards, and more.

Introduction to InDesign CS6

Learn how to use Adobe InDesign CS6, the industry-standard desktop publishing software program, to design professional-quality letterheads, brochures, eBooks, and more.

Introduction to Lightroom 4

Learn how to use the tools in Adobe Photoshop Lightroom 4 to organize and edit your images and develop an efficient image processing workflow.

Introduction to Lightroom 5

Learn how to use the tools in Adobe Photoshop Lightroom 5 to organize and edit your images, fine-tune lighting and color, and develop an efficient image processing workflow.

Introduction to Photoshop CS5

Learn how to use Adobe Photoshop CS5, the world's best graphics program, to edit and process photos and create original images.

Introduction to Photoshop CS6

Learn how to use Photoshop CS6, the world's best graphics program for photographers, to edit photos and create original images.

Photoshop CC for the Digital Photographer

Learn how to use Adobe Photoshop Creative Cloud (also called Photoshop CC) to edit and enhance your photographic images.

Photoshop CC for the Digital Photographer II

If you already know the basics of Photoshop CC, take your photo-editing skills to the next level by mastering its advanced features.

Photoshop CS5 for the Digital Photographer

Learn how to use Adobe's Photoshop CS5 to edit and enhance your photographic images.

Photoshop CS5 for the Digital Photographer II

If you already know the basics of Photoshop CS5, take your photo-editing skills to the next level by mastering its advanced features.

Photoshop CS6 for the Digital Photographer

Learn how to use the tools and techniques of Adobe's Photoshop CS6 to edit and enhance your photographic images.

Photoshop CS6 for the Digital Photographer II

If you already know the basics of Photoshop CS6, take your photo-editing skills to the next level by mastering its advanced features and techniques.

Photoshop Elements 10 for the Digital Photographer

Learn the secrets of Adobe Photoshop Elements 10 and bring out the best in your images.

Photoshop Elements 10 for the Digital Photographer II

Master the tools in Adobe's Photoshop Elements 10, and take your image-editing skills to the next level!

Photoshop Elements 11 for the Digital Photographer

Learn how to use Adobe Photoshop Elements 11 to successfully edit and fix your photos and images.

Grammar Refresher



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

Project Management Fundamentals



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

A to Z Grant Writing



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



Our Instructors

Each course is facilitated by knowledgeable and helpful instructors ready to propel your skills to the next level. Our instructors are from all walks of life, common attributes include:

- Industry experts
- Past or current University and College professors
- Published authors
- Successful business owners
- High ranking officers within well know companies
- Respected business professionals

Our Online Classrooms

- Each course starts new every 6 weeks
- Access your course 24/7
- instructor and aids answer questions and provide feedback
- Includes 12 in-depth lessons
- Features quizzes, assignments, and a final exam
- Highlights resources and recommends books on your subject
- Features a discussion area learn and interact with other students taking the course



Photoshop Elements 11 for the Digital Photographer II

Master the advanced features of Adobe's Photoshop Elements 11, and learn to edit and enhance digital images, restore old photos, and merge images.

Photoshop Elements 12 for the Digital Photographer

Learn how to use Adobe Photoshop Elements 12 to successfully edit and fix your photos and digital images.

Photoshop Elements 12 for the Digital Photographer II

Master the advanced features of Adobe's Photoshop Elements 12, and learn to edit and enhance digital images, restore old photos, and merge images.

Photoshop Elements 9 for the Digital Photographer

Learn the secrets of Adobe's Photoshop Elements 9 and bring out the best in your images.

Photoshop Elements 9 for the Digital Photographer II

Master the tools in Adobe's Photoshop Elements 9, and take your image-editing skills to the next level!

COMPUTER FUNDAMENTALS

Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

Introduction to PC Troubleshooting

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

Introduction to Programming

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

Keyboarding

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

COMPUTER PROGRAMMING

Creating Mobile Apps with HTML5

Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

Intermediate Java Programming

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

Intermediate PHP and MySQL

Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.

Intermediate Visual Basic

Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.

Introduction to Ajax Programming

Learn Ajax programming and discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP, and more) to create Web applications with desktop-like performance.

Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to C# Programming

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

Introduction to C++ Programming

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

Introduction to Java Programming

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

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

Introduction to Python 2.5 Programming

Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Introduction to Python 3 Programming

Enhance your résumé by adding Python to your programming skills.

Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to Visual Basic

Learn how to write code for Windows applications using the Visual Basic programming language and development environment.

Mac, iPhone, and iPad Programming

Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

CREATIVE WRITING

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Creating Web Pages



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

Intermediate Microsoft Excel 2013



Take your Microsoft Excel 2013 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

Beginning Writer's Workshop



Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Breaking Into Sitcom Writing

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.

Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

Introduction to Screenwriting

Learn everything you need to know to write a great script, from structure, character creation, and dialogue to marketing and selling your screenplay.

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

Publish and Sell Your E-Books

Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

Romance Writing

Whether you're a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

Writing for Children

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

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

Writing Young Adult Fiction

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.

CREDIT RECOVERY

Algebra I: Semester 1

Earn high school credit and build a solid foundation in algebra by mastering integers, multi-step equations and linear equations, and working with proportions and ratios.

Algebra I: Semester 2

Continue your math education and earn credit for high school while studying more advanced algebra topics, such as solving systems of equations, polynomials, factoring, and the Pythagorean Theorem.

Algebra II: Semester 1

Advance your mathematics education and earn high school credit as you master Algebra 2 topics including solving multi-step equations, quadratics, and graphic quadratic equations.

Algebra II: Semester 2

Complete your second year of algebra study and prepare yourself for future success by mastering topics such as polynomial functions, solving radical equations, and solving rational equations.

Biology: Semester 1

With this convenient online course, you can master the basics of biology and earn credit for high school as you work at your own pace.

Biology: Semester 2

This convenient online course gives you the chance to work at your own pace while you master biology topics including evolution, the diversity of life forms, the human body and its systems, and ecology.

Chemistry: Semester 1

Master the fundamental topics of first semester chemistry, including matter and the elements, chemical bonds, molecular structure, the conservation of matter, chemical thermodynamics, and chemical reactions.

Chemistry: Semester 2

This course covers fundamental topics of chemistry including nuclear processes, gases and their properties, acids and bases, chemical equilibrium, solutions, reactions rate, oxidation-reduction, and the chemistry of carbon.

English I: Survey of Literature: Semester 1

Gain integrated educational experiences in language arts as you focus on critical reading skills and examine how style creates meaning in fiction and drama.

English I: Survey of Literature: Semester 2

Pursue high school credit in English as you explore language, meaning, symbol, and allegory in two major literary works.

English II: World Literature and Composition: Semester 1

Explore literature from around the world as you expand your language arts skills while reading *The Kite Runner* and *Like Water for Chocolate*.

English II: World Literature and Composition: Semester 2

Earn high school credit as you expand your language arts skills through the study of literary elements such as setting and plot structure in *One Flew Over the Cuckoo's Nest* and *The Book Thief*.

INSTRUCTOR-LED ONLINE COURSES

English III: American Literature and Composition: Semester 1

Explore American literature and learn about analyzing rhetoric, content, and themes as you study two classic American texts, *The Color Purple* and *The Great Gatsby*.

English III: American Literature and Composition: Semester 2

Earn high school credit as you explore drama, poetry, and short fiction from the American literary tradition as exemplified by the works of Tennessee Williams and Edgar Allan Poe.

English IV: British Literature and Composition: Semester 1

Gain an introduction to British fiction and drama as you study key literary elements, such as symbolism and the theme of love versus duty, in *Heart of Darkness* and the tragedy *Othello*.

English IV: British Literature and Composition: Semester 2

Develop your critical reading skills as you explore the rich tradition of British literature through an examination of imagery in *1984* and the influence of Romanticism on *Frankenstein*.

Geometry: Semester 1

With this innovative online course, you'll master the foundations of geometry, angles, proofs, triangles, quadrilaterals, and trapezoids while you study at your own pace.

Geometry: Semester 2

This innovative online course covers important geometry topics including ratios, proportions, right triangles, area, surface area, volume, the coordinate plane, transformations, constructions, and circles.

DATABASE MANAGEMENT

Intermediate Oracle

Learn how to write powerful and flexible PL/SQL programs.

Intermediate SQL

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

DIGITAL PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography.

Mastering Your Digital SLR Camera

Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photographing People With Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

Secrets of Better Photography

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

GRANT WRITING

A to Z Grant Writing

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

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

HEALTH CARE CERTIFICATE

Certificate in End of Life Care

(18 contact hours) The Certificate in End-of-Life Care will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

Certificate in Food, Nutrition, and Health

(16 contact hours) In this certificate program, you'll gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Certificate in Gerontology

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

Certificate in Healthy Aging

(10 contact hours) Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

Certificate in Holistic and Integrative Health

(50 contact hours) Explore the exciting, growing field of holistic and integrative health in this comprehensive certificate program designed for medical providers and consumers.

Certificate in Holistic and Integrative Health: Foundations 1

(20 contact hours) This certificate program focuses on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.

Certificate in Holistic and Integrative Health: Foundations 2

(19 contact hours) In this four-lesson certificate program, you'll examine the healing systems of Ayurvedic and traditional Chinese medicine, explore the connection between health and the human spirit, and learn about ancient and diverse practices of meditation.

Certificate in Holistic and Integrative Health: Foundations 3

(11 contact hours) In this certificate program, you'll explore the concepts of four holistic therapeutic modalities as you focus on the use of humor, music and sound, energy healing, and massage and bodywork in healing.

Certificate in Integrative Mental Health

(22 contact hours) This groundbreaking certificate program offers a holistic, integrative approach to treating mental health problems.

Certificate in Pain Assessment and Management

(12 contact hours) This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.

Certificate in Perinatal Issues

(20 contact hours) The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.

300+ Online Courses Available in our catalog!

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

Nonprofit Fundraising Essentials

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

Writing Effective Grant Proposals

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

GRAPHIC DESIGN

Advanced Web Pages

Take your Web development skills to the next level as you learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.

Creating Web Pages

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

How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

HEALTH CARE AND MEDICAL

Explore a Career as a Pharmacy Technician

Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

Certificate in Legal and Ethical Issues in Nursing

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Explore a Career in a Dental Office

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Explore a Career in Medical Writing

Take your first step toward a lucrative and rewarding career as a medical writer.

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

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.

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

LANGUAGES

An Introduction to Teaching ESL/EFL

Learn how to be an effective English language teacher from an expert in the field.

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business.

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Easy English 1

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies.

Easy English 2

In this easy and fun course, you'll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions.

Easy English 3

Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

Enhancing Language Development in Childhood

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Introduction to QuickBooks 2015



Learn how to quickly and efficiently gain control over the financial aspects of your business using this powerful software program.

Creating WordPress Websites



Discover how to easily create blogs and websites with the popular, free WordPress.com platform.

Intermediate Microsoft Excel 2010



Take your Microsoft Excel 2010 skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

INSTRUCTOR-LED ONLINE COURSES

Speed Spanish



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

Explore a Career in Medical Coding



Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Fundamentals of Supervision and Management



Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Speed Spanish

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

Speed Spanish II

Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.

Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.

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.

LAW AND LEGAL

Explore a Career as a Paralegal

Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

Workers' Compensation

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

MANAGEMENT AND LEADERSHIP

Achieving Success with Difficult People

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

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Distribution and Logistics Management

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

Employment Law Fundamentals

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

Managing Customer Service

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

Mastering Public Speaking

Learn the secrets of effective public speaking and small group communication.

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results.

Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

MICROSOFT APPLICATIONS

What's New In Microsoft Office 2007

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

What's New in Microsoft Office 2010

Get up to speed on MS Office 2010 and learn how to use the new features of Word, Excel, PowerPoint, and Access.

What's New in Microsoft Office 2013

Get up to speed on the exciting new features of Microsoft Office 2013, including Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher.

NETWORKING AND COMMUNICATIONS

Intermediate Networking

Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.

Introduction to Networking

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Understanding the Cloud

Learn everything you need to truly understand the cloud—including how it works, what drives it, why it's so popular, and how to make the cloud work for you.

Wireless Networking

Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

Advanced PC Security

Use ethical hacking techniques to locate and close security holes in your own network.

Introduction to PC Security

Security expert teaches the fundamentals of PC and network security.

PERSONAL FINANCE AND INVESTMENTS

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market.

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes.

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

Protect Your Money, Credit, and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.

Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

Where Does All My Money Go?

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

PROJECT MANAGEMENT

High Speed Project Management

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

PMP ? Certification Prep 1

Begin a well-paying career as a project manager by preparing to take--and pass--the PMP® certification exam.

PMP ? Certification Prep 2

Prepare to take--and pass--the Project Management Institute's PMP® certification exam.

Project Management Applications

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

Project Management Fundamentals

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

SALES AND MARKETING

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve higher positions with major search engines.

Business and Marketing Writing

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

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Intermediate Microsoft Access 2010

Learn how to build more intuitive and powerful Microsoft Access 2010 databases.

Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Introduction to Microsoft Access 2007

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

Introduction to Microsoft Access 2010

Learn to build, edit, and maintain a database in Access 2010, using tables, reports, forms, and queries to give you fast access to all your important information.

Introduction to Microsoft Publisher 2007

In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007.

Introduction to Microsoft Publisher 2010

Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher 2010.

Introduction to Microsoft Publisher 2013

Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher 2013.

Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

Professional Sales Skills

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

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits--all for little or no money.

Using Social Media in Business

Learn how to use the five most popular social media platforms--Facebook, Twitter, LinkedIn, Pinterest, and Google+--to grow and promote your business.

START YOUR OWN BUSINESS

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.

PERSONAL DEVELOPMENT

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity.

Grammar Refresher

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

Happy and Healthy Pregnancy

In this course, you'll learn how the stages of pregnancy affect your body, emotions, and budget, and how to prepare yourself and your family to welcome your new baby.

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Lose Weight and Keep It Off

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Computer Skills for the Workplace



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

Human Anatomy and Physiology



Gain a greater appreciation and understanding of the marvelous complexity of the human body.

TEST PREP

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

GRE Preparation - Part 1 (Verbal and Analytical)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

GRE Preparation - Part 2 (Quantitative)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

LSAT Preparation - Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

LSAT Preparation - Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

Praxis I Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.

Prepare for the GED® Math Test

Master the skills you'll need to pass the Mathematical Reasoning module in the 2014 GED® test series.

Prepare for the GED® Test

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

SAT/ACT Preparation - Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

SAT/ACT Preparation - Part 2

Master the math questions on the ACT and new SAT.

How to Make Money From Your Writing

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here.

Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet.

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career.

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.

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

Starting a Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

Writing and Selling Self-Help Books

Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling.

TEACHING AND EDUCATION

Guided Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Teaching Science: Grades 4-6

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

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

TECHNOLOGY CERTIFICATE PREP

Advanced CompTIA A+ Certification Prep

Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers, and how to network, secure, and troubleshoot.

Basic CompTIA A+ Certification Prep

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

CompTIA? Network+ Certification Prep

Prepare to take and pass the CompTIA Network+ Exam and begin a career as a network tech.

CompTIA? Security+ Certification Prep 1

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

CompTIA? Security+ Certification Prep 2

Continue to prepare for the CompTIA® Security+ exam as you review the information you need to pass the test and earn this important certification.

Intermediate CompTIA A+ Certification Prep

Take the second step toward becoming a CompTIA A+ certified tech by mastering virtualization, printers, and three flavors of the Windows operating system.

Advanced PC Security

Use ethical hacking techniques to locate and close security holes in your own network.

Introduction to PC Security

Security expert teaches the fundamentals of PC and network security.

TOOLS FOR TEACHERS

Creating Classroom Centers

Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

Creating K-12 Learning Materials

Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

Differentiating K-12 Assessments

Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.

Solving Classroom Discipline Problems

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

Solving Classroom Discipline Problems II

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.

Teaching High School Students

Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.

Teaching Students With ADHD

Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

Teaching Students With Autism: Strategies for Success

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

The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

The Differentiated Instruction and Response to Intervention Connection

Learn how to combine two powerful educational approaches--Differentiated Instruction and Response to Intervention--so you can enable every student in your classroom to succeed.

VETERINARY

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

Become a Veterinary Assistant II: Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

WEB DESIGN

Advanced CSS3 and HTML5

Learn how to use exciting new features in CSS3 and HTML5 to design animated interactive websites for desktops, laptops, and mobile devices.

Creating jQuery Mobile Websites With Dreamweaver

Learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile.

Creating WordPress Websites

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

Creating WordPress Websites II

Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.

Intermediate CSS3 and HTML5

Take your CSS3 and HTML5 skills to the next level and learn how to create professional-quality websites.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to JavaScript

Build on your knowledge of HTML and CSS by learning to add interactivity to your Web pages with JavaScript code and jQuery.

Write Effective Web Content

Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course.

How to Get Started:

1. Visit our Online Instruction Center:
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.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

2015 Summer Online Course Catalog

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