Our online courses are open to everyone!

expert instructors

affordable courses

24/7 access

convenient for everyone!

Learn from the comfort of home!

I want to learn!

Online Learning
anytime, anywhere

Online learning anytime, anywhere … just a click away!

Take Control of Your Windows Vista PC
See Page 9

Market Your Business on the Internet
See Page 3

Make Money Writing Grants
See Page 4

Increase Your Programming Skills
See Page 10

Course Fees Start at Just

Instructor-Facilitated **Online Learning**

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.
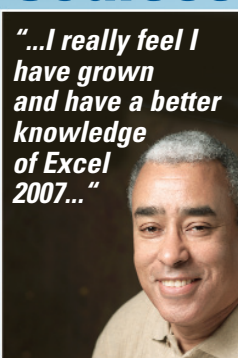
How to Get Started:

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.

Several new courses launch every month! Visit our website to browse the entire catalog.

Instructor-Facilitated **Online Learning**

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

BUSINESS COURSES

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

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

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

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

Principles of Sales Management
Master the art of managing sales teams from a sales pro.

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by practicing expert management.

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

Distribution and Logistics Management
Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis
Master powerful techniques to improve your decision-making skills at work.

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

Introduction to Peachtree Accounting
Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

BUSINESS COURSES

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

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

PMP Certification Prep 1
Prepare to take–and pass–the PMP certification exam. Course 1 of 2.

Understanding the Human Resources Function
Learn to handle human resource functions to ensure the best possible results.

The course was tremendously informative and helpful. I strongly encourage this class to be taken by any Supervisor that's gone from being an employee to now having the Boss title(smile). The rewards can be great!!! SUPER!!

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

Total Quality Fundamentals
Give yourself a strong foundation in total quality management.

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

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

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

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

START YOUR OWN BUSINESS

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.

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business.

Start Your Own eBay Drop Off Store
Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros.

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others.

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.

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

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist.

Several new courses launch every month! Visit our website to browse the entire catalog.

Instructor-Facilitated **Online Learning**

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

GRANT WRITING/NONPROFITS

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

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of the 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.

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

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

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

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.

CAREER IDEAS

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

Real Estate Investing
Build and protect your wealth by investing in real estate.

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director.

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

As a newcomer to the field of technical writing, I found this course particularly useful. I feel it has afforded me a great foundation on which I can further build my skills.

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.

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

Paralegal Preparation 1
Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros.

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.

PERSONAL DEVELOPMENT

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.

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

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.

Individual Excellence
Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

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

The instructor did a great job choosing what to cover. The material was well presented and touched on many interesting topics. I definitely recommend this course not only to those who are shy, but to anyone who would like pointers in improving him or herself.

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.

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

Several new courses launch every month! Visit our website to browse the entire catalog.

Instructor-Facilitated **Online Learning**

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

PERSONAL ENRICHMENT

Get Assertive!

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

Goodbye to Shy

Become more confident in social, professional, and romantic situations.

Goodbye to Shy" was a wonderful course, and Kim was a wonderful instructor - very positive and encouraging. As a shy person, I felt empowered by that encouragement, and I really feel a difference in my life already, a willingness to try and a greatly reduced fearfulness. Thank you, Kim!

Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others.

Achieving Success with Difficult People

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

Each ed2go course comes equipped with a patient and caring instructor.

Healing Through Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results.

Keys to Effective Communication

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

Handling Medical Emergencies

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

The instructor is highly qualified to teach this course, and has organized a excellent, informative course that met my expectations. I would recommend this course to anyone who would like to gain the knowledge and confidence to help your family or others you may encounter who are having a medical emergency.

TEST PREP

GED Preparation

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

Prepare for the GED Language Arts, Writing Test

Prepare for the GED test on language arts and writing.

Prepare for the GED Math Test

Master the skills you'll need to pass Test 5 in the GED test series.

SAT/ACT Preparation - Part 1

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

SAT/ACT Preparation - Part 2

Do your best on the quantitative section of the new SAT.

GMAT Preparation

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

I just wanted to thank you for the course and being able to do them on the internet. With my work schedule it was helpful to me. I can finally get my GED

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

GRE Preparation - Part 2

Learn a variety of useful techniques for tackling the math section of the GRE.

LSAT Preparation - Part 1

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

LSAT Preparation - Part 2

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

DIGITAL PHOTOGRAPHY

Discover Digital Photography

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

Photoshop Elements
I and II are now available!

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

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Photographing People With Your Digital Camera

Expert shows you how to take beautiful pictures of adults, children, and babies.

No More Film!

Go Digital.
ed2go courses will guide you through the world of **Digital Photography!**

- Discover the possibilities
- Learn to use photograph enhancement tools
- Explore new tricks and strategies
- Receive expert advice on taking better photographs

Visit our site to **learn more**.

Several new courses launch every month! Visit our website to browse the entire catalog.

Instructor-Facilitated **Online Learning**

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ENTERTAINMENT

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

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

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director.

FAMILY & FRIENDS

Luscious, Low-Fat, Lightning-Quick Meals
Discover how easy it can be to prepare meals that are both delicious and nutritious!

Genealogy Basics
Begin an exciting and fascinating exploration of your roots.

Assisting Aging Parents
Be prepared to handle the challenges of aging 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.

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer.

Enhancing Language Development in Childhood
Enrich the lives of your children by helping them become proficient speakers and thinkers.

Understanding Adolescents
Unlock the secrets of the adolescent mind to improve relations.

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director.

LANGUAGES

Speed Spanish I
II and III are now available!
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

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

Beginning Braille Transcription
Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

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

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

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.

ART, HISTORY, MATH, & MORE

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

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.

Teaching Science: Grades 4-6
Increase your effectiveness as a science teacher for children in fourth through sixth grades.

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.

LAW & LEGAL CAREERS

Business Law for Small Business Owners
Learn how to successfully protect your small business and solve most of the legal problems that may arise.

Introduction to Criminal Law
2 courses available!
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

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

Winning Strategy for the Courtroom
Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

Constitutional Law: Bill of Rights
Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

Legal Nurse Consulting
If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

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

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

Paralegal Preparation 1
Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

LSAT Preparation - *Course 1 of 2*
Learn about law school entrance procedures and improve your test-taking skills.

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

Several new courses launch every month! Visit our website to browse the entire catalog.

Instructor-Facilitated **Online Learning**

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

PERSONAL FINANCE

Real Estate Investing
Build and protect your wealth by investing in real estate.

Debt Elimination Techniques That Work
Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Where Does All My Money Go?
Learn how to get control of your money once and for all.

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.

Convenient, Affordable, and Effective.

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

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

I loved this course and felt it was really well done. Thank you.

Stocks, Bonds, and Investing: Oh, My!
Make wise investment decisions so you have enough to live comfortably through your retirement.

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step-by-step how to research and value stocks.

Introduction to Stock Options
Learn how stock options can 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.

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

HEALTH CARE

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.

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.

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.

Human Anatomy and Physiology
Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

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

HEALTH CARE

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

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

Certificate in End of Life Care
(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

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

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

Several new courses launch every month! Visit our website to browse the entire catalog.

Instructor-Facilitated **Online Learning**

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TEACHING

Teaching Writing: Grades 4-6
In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

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.

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

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching.

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

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.

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.

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Integrating Technology in the Classroom
Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

TEACHING

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.

Ready, Set, Read!
Learning specialist shows you how to develop successful readers and writers.

Microsoft Excel in the Classroom
Discover how Excel can help you improve your effectiveness as a teacher.

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 PowerPoint in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

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.

Teaching Students With Autism: Strategies for Success
Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

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.

Working Successfully With Learning Disabled Students
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

WRITING

Writeriffic: Creativity Training for Writers
Banish writer's block forever with these tricks from the published writer's toolbox.

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

Write Your Life Story
Give your family and friends an inspirational autobiography.

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist.

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.

Introduction to Journaling
Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

Write Fiction Like a Pro
Author teaches you how professional writers use story outlines to structure any type of story.

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.

Beginner's Guide to Getting Published
Published writer shows you how to give yourself the credibility you need to get your works published.

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

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

A Writer's Guide to Descriptive Settings
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

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Instructor-Facilitated **Online Learning**

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

WRITING

Forensic Science For Writers
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

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

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

Effective Business Writing
Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

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

BASIC COMPUTER LITERACY

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

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

Introduction to Windows XP
Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

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

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

Introduction to PC Security
What you don't know can really hurt you. Learn what you can do to protect yourself.

COMPUTER APPLICATIONS

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

Intermediate Microsoft Word
Take advantage of Word's publishing capabilities to create eye-catching documents.

Advanced Microsoft Word
Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Introduction to Microsoft Access
(Intermediate course available)
Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Excel
(Intermediate course available)
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Advanced Microsoft Excel
Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

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

Introduction to Microsoft Publisher
Create brochures, newsletters, and Web sites with ease.

Introduction to Microsoft Outlook
Communicate and manage information better and faster.

Introduction to Microsoft Project
Use the ultimate project planning and control tool to its fullest.

Introduction to Microsoft Visio
Learn how to design professional-looking diagrams with Microsoft Visio.

Introduction to Microsoft Office Accounting Professional
Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting

COMPUTER APPLICATIONS

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

Introduction to Illustrator CS3
In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

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

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

Performing Payroll in QuickBooks
Discover the secrets of effortlessly setting up and processing your payroll.

QuickBooks for Contractors
Harness the power of QuickBooks Premier Contractor Edition for increased success.

Introduction to Photoshop
Learn the basics of using Adobe Photoshop to create images and edit photos.

Intermediate Photoshop CS3
(CS2 intermediate course available)
Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Introduction to CorelDraw
Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Introduction to Dreamweaver
Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Adobe InDesign CS3
You'll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

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Instructor-Facilitated **Online Learning**

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WEB DESIGN

Intermediate Dreamweaver
Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

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

Creating Web Pages II
Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Introduction to Dreamweaver
Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

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

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

Achieving Top Search Engine Positions
Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Creating Web Graphics with Photoshop CS3
Learn how to use Photoshop to create graphics for the Web.

Introduction to Flash
Learn how to create exciting interactive animations from a working Flash designer and author.

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

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.

WEB PROGRAMMING

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

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 CSS and XHTML
Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

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

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

High-Speed Project Management
Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

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

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

COMPUTER PROGRAMMING

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

Introduction to C# Programming
(Intermediate course available)
Learn the fundamentals of computer programming with the new C# programming language.

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

Introduction to Visual Basic 2008
Discover how to write VB programs that can access and modify a database.

Introduction to Alice 2.0 Programming
Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

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

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

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

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CERTIFICATION PREP

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

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

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

NETWORKING/TROUBLESHOOTING

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

Introduction to Networking
(Intermediate course available)
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

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

NEW RELEASES

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

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

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.

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.

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

Easy Classroom Podcasting
In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

Making Age an Asset in Your Job Search
This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

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

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.

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

Introduction to Visual Basic 2008
Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

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.

Several new courses launch every month! Visit our website to browse the entire catalog.

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