

COMMUNITY EDUCATION

SOUTH WASHINGTON COUNTY SCHOOLS

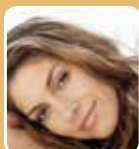
24/7 Online Learning

[Click Here for Online Course Catalog](#)

Fall 2011

Our online courses
are open to everyone!

expert
instructors



affordable
courses

24/7
access



convenient
for
everyone!



Learn from the
comfort of home!



Online Learning

anytime, anywhere
...just a click away!

Instructor-Facilitated Online Learning

[Computer Skills for the Workplace](#)

Click above for more info and to register.

[Become a Pro with Digital Photography](#)

Click above for more info and to register.

[Learn a new Language](#)

Click above for more info and to register.

[Teaching Tips for Survival in the Classroom](#)

Click above for more info and to register.

Course
Fees Start
at Just

\$99

FOR MORE COURSES
PLEASE CONTINUE TO
NEXT PAGE.

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

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 by clicking this link: [24/7 Online Learning](#)
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!

Learn Office 2007 in Six Weeks From the Comfort of Home



[Intro to Microsoft Word 2007](#)

[Intro to Microsoft Excel 2007](#)

[Intro to Microsoft PowerPoint 2007](#)

[Intro to Microsoft Access 2007](#)

[Intro to Microsoft Outlook 2007](#)

[Intro to Windows Vista](#)

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

ed2go

Several new courses launch every month! Visit our website to learn more.

Instructor-Facilitated 24/7 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.

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.

Performing Payroll in QuickBooks 2009

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

Intermediate Microsoft Access 2007

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

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.

Understanding the Human Resources Function

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

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.

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.

Several new courses launch every month! Visit our website to learn more.

Instructor-Facilitated 24/7 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.

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.

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.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Internet Writing Markets

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



Make Money Writing Grants

Anywhere, Anytime.

Visit our site to learn more.

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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

Prepare for a career as a paralegal by learning terminology, processes, and other basics.

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.

Merrill Ream Speed Reading

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

Keys to Effective Communication

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

Several new courses launch every month! Visit our website to learn more.

Instructor-Facilitated 24/7 Online Learning

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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.

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.

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 an 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.

Write Your Life Story

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

Skills for Making Great Decisions

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

Resume Writing Workshop

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

Music Made Easy

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

Lose Weight and Keep It Off

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

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.

Several new courses launch every month! Visit our website to learn more.

Instructor-Facilitated 24/7 Online Learning

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All can be taken from the convenience of your home or office.

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.

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

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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.

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.

Start Your Own Arts and Crafts Business

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

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.

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

Prepare for a career as a paralegal by learning terminology, processes, and other basics.

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 learn more.

Instructor-Facilitated 24/7 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.

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.

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.

Personal Finance

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

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.

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.

Introduction to Natural Health and Healing

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

Spanish for Medical Professionals

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

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All can be taken from the convenience of your home or office.

TEACHING

Teaching Adult Learners

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

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.

Working Successfully With Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your 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.

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All can be taken from the convenience of your home or office.

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.

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.

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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.

COMPUTER APPLICATIONS

[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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All can be taken from the convenience of your home or office.

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.

Introduction to Dreamweaver

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

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.

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.

Intermediate CSS and XHTML

Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites.

Creating User Requirements Documents

An experienced developer teaches you how to use discovery and documentation to meet or exceed customer expectations.

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.

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