

Ed2go Online Course Information

www.ed2go.com/cccc2go

No need to attend classes on campus!

The next pages contain descriptions of over 100 online classes offered by Continuing Education.

Topical Areas include:

Basic Computer Literacy

Computer Applications

Accounting

Database Management and Programming

Digital Photography and Video

Web Graphics and Multimedia

PC Troubleshooting

Networking and Security

Business Administration

Courses for Teaching Professionals

Child Care and Parenting

Start Your Own Business

and Miscellaneous courses

How do Ed2go online classes work?

- Each course consists of twelve lessons that are made available to you over a specific six week period
- The first lesson is released from the Web site after 12 noon (on the first day of class) which is always the third Wednesday of the month. Subsequent lessons are posted on Wednesdays and Fridays.
- You do not have to be present when the lesson is released, but you must complete each lesson within two weeks of its release.
- The lessons are supplemented by quizzes, assignments, and online discussion areas available via the Web.

What do I need to get started?

Internet access, an email address, and an up-to-date Web browser, such as Netscape, Microsoft Internet Explorer (version 3 or greater), or America Online (version 4 or greater). Additional software requirements, if any, will be noted in the course syllabus online.

Where can I find course descriptions online?

For course descriptions, syllabi, and specific software requirements, visit our website, www.ed2go.com/cccc2go and select the appropriate department (Accounting, Web Page Design, etc.) A detailed description along with the class syllabus can be viewed by clicking on the class title.

Steps to Enroll:

1. Visit www.ed2go.com/cccc2go
2. Click the Courses link at the top or bottom of this page.
3. Click on a course department.
4. Click the title of the course you wish to take.
5. Scroll down the page until you see a button that says Enroll Now.
6. Click the Enroll Now button and follow the on-screen instructions. Enrollment must be completed by the Monday prior to the start date of your class. Please note: if you register for more than one online course, it is imperative that you complete the Online Enrollment & Orientation for each course.
7. Your Ed2go Enrollment Form will be sent to your email.
8. Print and complete the registration and bring it, along with payment, to the Kenneth B. Hurst Continuing Education Building at least two business days prior to the class start date. You may also mail your completed registration form and payment to:

Coastal Carolina Community College
Continuing Education Division
444 Western Boulevard
Jacksonville, NC 28546

The Continuing Education staff will verify registration, payment, and completion of the Online Orientation during regular business hours. Access will be granted to students who have completed these requirements.

ED2GO COURSE LISTING

Basic Computer Literacy

Computer Skills for the Workplace

Learn the fundamental computer skills needed to succeed in the workplace. Discover practical applications for email, word processors, spreadsheets, and databases.

Introduction to the Internet

Master the ins and outs of the Internet with this behind-the-scenes look at the World Wide Web, search engines, e-mail, chat, telnet, and blogging. Learn powerful research techniques to help find whatever you want whenever you want. Also learn how to protect your privacy, download files safely, and keep your computer secure.

Introduction to Windows Vista

Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features.

Introduction to Windows XP

Whether you're new to Windows or an experienced PC user, there's a lot to learn in the all-new Windows XP. Learn how to work with text, pictures, photos, sound, music, DVD, interactive TV and video, create shortcuts, customize the interface, and take full advantage of the Internet.

Keyboarding

Using the computer software program FasType for Windows, and learn the basic skills of touch-typing. If you already know how to type, this will help you improve your typing speed and accuracy. When you are finished with the course, continue to use FasType to improve keyboarding skills with its intermediate and advanced lessons.

Computer Applications

Introduction to Microsoft Word 2003

Learn hands-on how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.

Intermediate Microsoft Word 2003

Create fliers and newsletters using basic graphic design principles as you set up columns and tables within your documents; insert, reposition, edit and resize graphic images; draw lines; surround your text or graphics with borders; achieve dramatic effects by varying the size, appearance, and orientation of your text, and more.

Advanced Microsoft Word 2003

Learn how to build macros, customize toolbars, create shortcut keys, form letters and mailing labels, perform queries, design templates, use the style gallery, and much more.

Introduction to Microsoft Word 2007

Learn hands-on how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.

Introduction to Microsoft Access 2003

Learn how to use Microsoft's powerful and award-winning database to store, locate, and print information by creating tables, relationships, custom data entry forms, queries, reports, mailing labels, and macros. You'll also learn how to merge the data in your Access tables with Microsoft Word form letters.

Intermediate Microsoft Access 2003

Learn how to create real-world business databases using Microsoft Access 2003. Master the secrets of making the computer--not people--do all the work. Create tables, queries, forms, reports, and macros for managing contacts, products, orders, invoices, and receipts. Pull all the pieces together with a single, easy-to-use switchboard.

Introduction to Microsoft Access 2007

Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important business, personal, or scientific data. You'll gain practical, hands-on experience with tables, relationships, custom data entry forms, queries, mailing labels, macros, and more. Increase productivity, reduce data entry errors, conduct comprehensive searches, and produce handsome and professionally formatted reports.

Introduction to Microsoft PowerPoint 2003

Learn how to use Microsoft PowerPoint 2003 to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web. Learn how to save your presentations in HTML so they can be shared with others over the Web. Discover features such as the Package-for-CD feature, the research task pane, and the updated PowerPoint viewer.

Introduction to Microsoft PowerPoint 2007

Learn how to use Microsoft PowerPoint 2007 to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and hyperlinks. Find out how to save your presentations so you can share them with others over the Web or on CDs.

Introduction to Microsoft Project 2003

Discover how to plan, implement, and control projects using Microsoft Project 2003. Learn to organize details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, revise your project plan, create schedules, and share everything with your customers and coworkers.

Introduction to Microsoft Project 2007

Discover how to effectively plan, implement, and control projects. Convert lists and schedules into an integrated plan in which you can take pride. See how Microsoft Project can walk you through any project by helping to organize details, produce a baseline, assign resources and costs, track progress, identify and analyze variances, create schedules, and share everything with your customers and coworkers.

Introduction to Microsoft Publisher 2003

This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures, and guidance in selecting and using images, colors, and layouts.

Introduction to Microsoft Publisher 2007

Learn how to design, create, and publish using Microsoft Publisher 2007. This is a quick, easy, and inexpensive way to produce professional brochures, newsletters, flyers, or even a Web site.

Introduction to Microsoft Visio 2003

Create professional-looking diagrams using Microsoft Visio 2003. Follow a seasoned industry professional through easy-to-follow projects and exercises which teach you to use Visio's features and functions to make your diagrams pop.

Introduction to QuickBooks 2007

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

QuickBooks 2007 for Contractors

Designed specifically for contractors, this course focuses on how to use the Premier Contractor Edition of QuickBooks 2007 to run your contracting business more efficiently. Clear lessons and step-by-step instructions written in plain language give hands-on practice.

Accounting

Accounting Fundamentals

In this important course topics include: the basics of double-entry bookkeeping, analyzing and recording financial transactions, preparing various financial reports at the end of the fiscal period, accounts receivable, accounts payable, payroll procedures, sales taxes, common banking activities, writing checks, preparing an income statement, and closing out accounts at the end of each fiscal period.

Accounting Fundamentals II

Build on the knowledge gained from Accounting Fundamentals and provide a solid understanding of corporate accounting practices. Learn how to analyze transactions, prepare corporate financial reports, work with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.

Microsoft Office Accounting Professional 2008

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting. Because it's tailored for small businesses with fewer than 25 employees, you'll find it easy to set up Microsoft Office Accounting Professional 2008 to meet your specific needs. Through easy-to-follow instructions and hands-on activities, you'll get comfortable with every major accounting task you need to do—from balancing the company checkbook, to preparing financial statements, to creating listings on eBay.

Creating a Successful Business Plan

Success in business begins with a plan. By committing your idea to paper, you face tough questions and identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. For new and established small business owners, the course will start you down the path of small business success.

Introduction to Microsoft Excel 2003

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

Intermediate Microsoft Excel 2003

Learn how to work faster and more productively by using many of Excel 2003's powerful features, such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

Advanced Microsoft Excel 2003

Maximize your investment in Microsoft Excel by learning advanced techniques most users don't even know exist. Learn how to use scenarios and data tables to perform multiple "what-if" analyses; discover a variety of advanced pivot table techniques such as creating calculated fields and calculated items; use validation to protect worksheets from other less experienced users; become adept at consolidating and importing data; and master the art of conditional formatting to highlight duplicate entries; learn how to add eye-catching controls to any worksheet; and learn how to nest one Excel function inside another to accomplish tasks.

Introduction to Microsoft Excel 2007

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

QuickBooks 2006 for Contractors

Designed specifically for the construction industry, QuickBooks for Contractors uses the Premier Contractor Edition of QuickBooks to create estimates, progress invoices, and even job cost reports. Avoid making common mistakes by learning the proper file setup techniques for contractors, and discover secrets to helping create useful and dynamic management reports.

Introduction to QuickBooks 2007

Learn how QuickBooks makes it easy to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

Performing Payroll in QuickBooks 2007

Learn how to use QuickBooks software to process payroll quickly and easily. You'll discover all the steps needed to properly set up your payroll system, troubleshoot common problems, and ensure accuracy.

QuickBooks 2008

QuickBooks is designed for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

Database Management and Programming

Introduction to Database Development

Become acquainted with powerful tools to build databases applying a systematic, structured approach using those tools. By incorporating a disciplined approach to all phases of development, the product should work as it was designed to and respond to user needs.

Introduction to ASP.NET

Learn how to create exciting, and interactive Web sites. Add controls to your Web pages, and use style sheets to give every Web page the same clean and consistent look. Connect to a database and put the information on display. Develop a true community-based Web site that allows users to register, log in, create and update profiles, post messages to a forum, and secure your site against common attacks.

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience! Learn Object-Oriented techniques, to create windows and forms, and to program step-by-step. This course is ideal whether you're an enthusiast, a businessperson hoping to advance, or someone who knows how to program.

Introduction to Crystal Reports 10

Learn to use Crystal Reports to convert raw database or accounting data into meaningful and readable reports. Create handsome and sophisticated reports that better communicate facts, visually pleasing charts, maps, and cross-tabs that show correlations between loosely related data items. Also learn to create a library of custom functions to repeatedly save time.

Introduction to Oracle

This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools to develop, manage, reference, and access data from an Oracle database.

Introduction to Perl Programming

Learn Perl, a powerful and easy-to-use scripting language used on PCs, servers, and on the Internet for a wide range of programming problems. Perl is a capable and easy to learn program. Perl programming skills are especially valuable for Web developers, software developers, and system administrators.

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Introduction to Visual Basic 2008

Windows applications. The Visual Basic programming language is very easy to learn, and the Visual Basic 2008 development environment enables you to build Windows applications rapidly. In this course, you'll learn how to write Windows applications using Visual Basic 2008. You'll also learn principles of object-oriented and event-driven programming that you can use not only with Visual Basic but also with other programming languages you may want to learn.

Digital Photography and Digital Video

Discover Digital Photography

Cover the basics of digital photography, equipment, software, printing, Internet and e-mail use, along with commercial and personal applications. Learn what you need, what you can do, and what you can expect to invest. Whether you're new to photography or a long-time professional looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.

Adobe Photoshop Elements 6.0

Bring out the best in your images! Adobe's Photoshop Elements 6.0 provides the tools you need for quick fixes and detailed enhancement. Take control as you discover the features of this award-winning package specifically designed for photo enthusiasts. If you have no image-editing experience this class is a great first step to helping you become an accomplished user.

Intermediate Photoshop CS2

Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame. If you already understand the basics of the Photoshop toolset, this course will help explore new and better techniques to create images, edit photos, and combine existing images in amazing ways. You'll also increase productivity by learning how to make non-destructive changes to images without rebuilding or redoing work.

Intermediate Photoshop CS3

Adobe Photoshop is the favorite program of graphic artists. This powerful software is also a favorite of amateur and professional photographers, scrapbookers, video artists, and hobbyists. This course, for the student who already knows the Photoshop toolset, explores new and better ways to create images and edit photos. Learn how to save every single pixel in original images so you can always get them back; to use Layer styles, which lets you add glows and shadows you can easily change; about Adjustment layers, which let you alter the exposure of your images as many times as you want; and about the new Smart Object feature that changes white balance and exposure on a RAW format digital file long after the image is composited with another. You'll find out how to rotate, scale, and warp images - and remove the transformations if you don't like them too.

Introduction to Photoshop CS2

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. This course will teach you how to use Photoshop with detailed step-by-step instructions beginning with an introduction to the Photoshop environment. Next, you'll learn how to create simple digital paintings. Then, you'll be editing your own photographs to remove red-eye, get rid of dust and scratches, and correct image exposure. Also learn how to switch backgrounds on images, how to remove wrinkles and blemishes from photos, how to use Photoshop's brush engine, and how to use the selection tools.

Introduction to Photoshop CS3

If you're a photographer, graphic artist, or just want to alter old family photos, this is the program you need. This course is filled with detailed, step-by-step instructions on editing photos, creating basic paintings, preparing images for print, removing flaws, correcting poor exposure, or adding new elements using the newest techniques Photoshop CS3 has to offer. You don't need any prior artistic ability or Photoshop experience to take this course.

Introduction to Adobe InDesign CS3

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

Making Movies with Windows XP

If you have Windows XP, you already have Microsoft Movie Maker, the program that makes creating professional-quality movies fun and easy. This course will teach you via easy step-by-step instructions and hands-on exercises how to add still photos to movies, and how to make still photos from video scenes. Learn how to add special effects, background music, sound effects, voice narration, and how to share your cinematic masterpiece by e-mail, the Web, CD, and DVD.

Photoshop CS2 for the Digital Photographer

Adobe Photoshop CS2 is a high-end software solution providing support and specialized editing tools for digital photographers and graphic artists. You'll become proficient at correcting flaws in your images, adding text, and preparing photographs for distribution via e-mail or across the Web.

Photoshop CS3 for the Digital Photographer

Adobe Photoshop CS3 is a powerful software solution that provides support and specialized editing tools for digital photographers and graphic artists. Designed for those with no image-editing experience, you'll learn simplified processes for correcting flaws in your images, enhancing the final product, adding text, and preparing image files for e-mail and the Web.

Photoshop Elements 5.0 for the Digital Photographer

Created for those with no image-editing experience, you'll learn the simplified process of editing images on your computer, correcting flaws, enhancing the final product, creating simple art projects, preparing images for e-mail and the Web, and organizing your images into categories.

Web Graphics and Multimedia

Achieving Top Search Engine Positions

Learn how to achieve top search engine positioning in this highly interactive, six-week course. Discover how search engines work and how important events have shaped the entire Search Engine Optimization (SEO) industry. Learn which search engines are used most frequently. The entire SEO cycle is covered in detail, from primary keyword selection through the post-submission analysis. You will gain the knowledge to achieve top search engine positions.

Designing Effective Websites

In this course master the basics of Web design and learn how to build sites that are effective. We'll examine the tension between form and function, explore the six major states of the Web site development process, and learn the basics of user-centered design. We'll also review the five basic steps to organizing information, find out how site design themes can be used for information delivery, and review Web page design considerations. This course is a must for Web designers, providing tips and tools that will help establish a solid career.

Introduction to CSS and XHTML

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques, the new standards for Web Developers. CSS and XHTML not only make it easier to build and manage large Web sites, these powerful languages also give more precise control over the appearance of every page. Almost every Web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for, and occasionally require the use of, CSS and XHTML. This course will provide you with the foundation you'll need to master two critical and fast-growing new Web languages.

Intermediate CSS and XHTML

Today's websites require streamlined code that adapts to a variety of screen resolutions, Web browsers, and user needs. CSS and XHTML are the keys to creating that, and they're the foundation upon which all modern Web sites are built. This means Web developers need a deep understanding of CSS and XHTML. In this course, you'll take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Master specific techniques for creating flexible, table-less page layouts that adapt to all Web browsers, screen resolutions, and user needs. Also learn how to build accessibility and search engine optimization into page layouts.

Intermediate Java Programming

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. The Java programming language is widely used in Internet, desktop, and stand-alone applications. Anyone interested in software development would be well advised to learn Java. This course will provide a simple and fast way for those with a basic understanding of Java to deepen what they know and start writing sophisticated programs.

Introduction to Dreamweaver 8

Learn to harness the power of this industry-standard Web design program. Master the basics of document creation and how to insert and format text, images, hyperlinks, tables, multimedia files, and other types of Web page content. Explore different page design concepts—with an emphasis on avoiding common layout errors. Examine and answer the five primary questions that guarantee success for any Web site project. Learn to use Dreamweaver's built-in FTP features to upload your site content to a Web server, and maintain that site after it's published.

Introduction to Dreamweaver MX 2004

In this highly interactive, project-oriented course, a Web pro will help you harness the full potential of this industry-standard development tool. Master the basics of Web document creation by learning to insert, arrange, format, and edit text, images, hyperlinks, tables, and other page elements. You'll also get an introduction to the principles of good page design to help avoid common layout errors. Learn to use Dreamweaver's built-in FTP features to publish your site to the Web, and find out how easy it is to modify and maintain a Web site.

Introduction to Flash 8

Learn how to create exciting interactive animations from a working Flash designer and author with more than a decade of experience in Flash development. Discover how to create animations, build online applications, manage photos, integrate video, and upload your very own Flash presentations to a Web site. Learn the tricks used by top Flash designers, and walk away with a solid working knowledge of the Flash workspace and tools. Learn about Flash's Timeline and how it helps create exciting animations. Integrate Flash into a Web page and share it with friends, family, or business associates.

Introduction to Microsoft FrontPage 2003

In Introduction to FrontPage 2003, learn the essentials of Microsoft's popular Web site-building software. Begin with an introduction to the basics of Web design then learn to manipulate text and graphics to create finished Web pages. Next, find out how to create and manipulate tables to structure and organize your Web pages. Learn to use the program's built-in site navigation tools. These tools help to lay out a site logically, applying navigation buttons to link the pages of the site to one another, as well as to other sites on the World Wide Web. Learn to build a solid navigational flow for a site that's easy to change and update. Find out how to publish and market a Web site.

PC Troubleshooting, Networking, and Security

Introduction to Networking

The course emphasizes fundamentals, explaining the software and hardware that makes networking possible and stresses understanding how and why networks work. You'll learn about DSL connectivity and get a foundation to begin training for CCNA Certification or employment in a computer-networking career.

Intermediate Networking

Using real world applications, gain an understanding of networking technology, including hot topics such as virtual private networks, security, and Internet connectivity. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification.

Introduction to PC Security

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security.

Introduction to PC Troubleshooting

Don't spend hard-earned cash on expensive PC repairs! The majority of computer problems are avoidable, and can be solved in a few minutes. Learn troubleshooting techniques to decipher, diagnose and repair common and advanced problems that crop up. You'll also learn how to maintain and optimize a Windows PC.

Wireless Networking

Demand for wireless connectivity is soaring. In this course, an industry expert will help you understand how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself.

Business Administration

Distribution and Logistics Management

Discover the key elements of a logistics system, including: physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, receiving, production stores, and returned goods and learn to manage inventory, a logistics department, and transportation using technology.

Fundamentals of Supervision and Management

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management.

Fundamentals of Supervision and Management II

Learn to be a more effective manager or supervisor by mastering the basics of communication and develop your interpersonal skills. Topics include: emotional intelligence, the need for power, conscientiousness, agreeableness, and more.

Mastery of Business Fundamentals

This class exposes students to strategic planning, management, and finance concepts. It shows how leadership, motivation, and control affect an organization. Accounting fundamentals, key financial terms, cash flow management, financial statements, and cost control will be reviewed along with financial investment models, financial planning and budgeting methods are covered. Basic principles of business law, contracts, and the principal-agency relationship are reviewed.

Principles of Sales Management

Learn how a sales manager develops leadership, motivation and team-building communication, conflict resolution and sales planning to deliver superior sales-team results.

Understanding the Human Resources Function

This course will prepare both managers and business owners to handle basic human resource functions to ensure the best possible result. Particular attention is given to hiring and includes ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

Total Quality Fundamentals

Master key concepts such as the cost of non-quality, variation, and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award.

Project Management Fundamentals

Designed for new or seasoned project managers. This course will help you prepare for the internationally recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute.

Six Sigma: Total Quality Applications

Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Learn about the business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, financial investment methods, cause and effect diagrams, check-sheets, scatter diagrams, failure mode and effects analysis (FMEA), force field analysis, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions.

Courses for Teaching Professionals

For renewal credit classes must have prior approval by your educational authority.

A to Z Grant Writing

Raise needed funds by discovering how and where to look for potential funders. Learn how to network, and develop true partnerships, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

Advanced Grant Proposal Writing

Write winning proposals. Gain understanding of what gets grants funded or rejected. Also learn finishing touches such as paper, buzzwords, fonts, and graphics and formatting techniques to make your proposal more competitive.

Big Ideas in Little Books

Increase student performance by learning to develop your own workbooks, lab manuals, booklets, activity kits, visual aids, and manipulative targeting standards. A former K-12 teacher will walk you step-by-step through the process of creating a wide variety of instructional materials. Also learn how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.

Creating Web Pages

Create and post your very own Web site on the Internet by planning the content; structure and layout. Create pages full of neatly formatted text, add color, backgrounds, graphics, tables, hot buttons, and animation. Also learn critical information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Get Assertive

Learn to be less intimidated by others. This assertiveness training will help provide more confidence in dealing with others. Also learn strategies for gaining control of conversations and handling anger and criticism.

Guiding Kids on the Internet

This course for teachers, leaders, and parents will give confidence and knowledge for helping children have a safe, positive experience on the Internet.

Integrating Technology in the K-5 Classroom

Educational technology is advancing at an astounding rate, offering today's busy teacher quick and easy solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. Take your teaching to another level with fun new ways to incorporate technology into your lesson plans.

Leadership

Studies have shown that leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Microsoft Excel 2003 and 2007 in the Classroom

Learn Excel terminology, how to use toolbars; sort data; insert formulas for addition, subtraction, multiplication, and division, create colorful charts and graphs; and incorporate Excel into your curriculum no matter what grade level.

Microsoft PowerPoint 2003 in the Classroom

Discover the exciting possibilities of using PowerPoint for--and with--your students. Master a variety of PowerPoint classroom uses; including creation of compelling lessons filled with text, graphics, sound, and video. Use PowerPoint templates or create your own dynamic presentations and increase interest in any subject you teach.

Microsoft Word 2007 in the Classroom

Mastering Microsoft Word can make you a more productive and creative teacher. Learn to create, open, edit, and save documents; create tabs, margins, and spacing; add borders, clip art, and WordArt; and insert shapes, pictures, and tables.

Solving Classroom Discipline Problems

Enjoy a peaceful and orderly classroom instead of a battlefield. Be taught the secrets to solving discipline problems and learn a step-by-step approach to effective, positive classroom management. Teachers continually rate this course one of the most valuable they have ever taken.

Speed Spanish

This powerful course teaches six easy recipes you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno!

Speed Spanish II

Our Speed Spanish courses are unlike any other Spanish classes you may have taken. You'll see words, hear them pronounced properly, and be granted plenty of opportunities to practice pronunciation. Then, learn several clever recipes that you can use to glue the words together into sentences.

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. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want.

The Classroom Computer

Ignite a desire for learning in your students! This class provides a wide variety of simple, field-tested techniques guaranteed to unleash the power of the computer throughout your curriculum.

The Creative Classroom

Tap into your students' hidden talents. Learn inventive new approaches to learning labs, activities, exercises, assignments, field trips, and evaluation methods that will more creatively challenge your students.

Using the Internet in the Classroom

Make teaching easier by harnessing the power of the Internet making your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and volume of discussion through the use of e-mail and discussion boards.

Child Care and Parenting

Enhancing Language Development in Childhood

Discover how children learn to process language and become proficient speakers and thinkers. This course will help you enrich a child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

Guiding Kids on the Internet

Step-by-step instructions will lead you in discovering various kid-friendly Internet features and web page creation, easy-to-use templates and examples, kid-safe searches, and fun resources for kids. This course includes lessons for adults, but also features printable instruction sheets to use directly by young people.

Ready, Set, Read!

Learn what the newest research says about how children really learn to read and write. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can be really big steps in reading and writing success.

Understanding Adolescents

Gain an understanding and appreciation of adolescent development and behavior. Gain valuable information on how adolescents think and feel. Track how their identities develop, and steps you can take to ensure that you are prepared to meet the needs of teens.

Start Your Own Business

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Commit your idea to paper in the form of a business plan and increase your chances of obtaining financing. With the support of your instructor and a network of like-minded students, work through the major components of a business plan and emerge with first draft in hand on the path to small business success.

Secrets of the Caterer

Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering.

Learn to Buy and Sell on eBay

Learn to create titles that get noticed, craft advertising copy that sells items quickly and for top dollar, and to create and upload photos of the items you are selling. Also learn to safely conduct financial transactions, to accept credit card payments, and to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Start and Operate Your Own Home-Based Business

Home-based businesses are the hottest business trend of the decade! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, and creativity - that you will need to succeed! This class is a great way to start your own business or enhance one you already established.

Starting a Consulting Practice

Ever considered providing consulting services based upon your background? This course is designed to help those who wish to set up a consulting practice. The course will begin with surveys and assessments designed to help pinpoint the best consulting services to offer. The course then progresses into the business start-up process, including issues such as licensing and legalities, discussion of record-keeping, and tax concerns. There will also be an online discussion area where valuable business ideas and resources can be exchanged with other students and the instructor.

Personal Development

Computer Skills for the Workplace

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components.

Mastery of Business Fundamentals

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You'll also discover various financial investment models and you'll learn the basics of financial planning and budgeting methods. You'll even understand the basic principles of business law, contracts, and the principal-agency relationship.

Get Assertive

Are you tired of being intimidated and treated badly by others? Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Discover how you lose your power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. It's your turn to speak out!

Principles of Sales Management

Learn how to deliver superior sales-team results from a sales management veteran. The balance of the journey teaches you valuable tips, techniques and strategies for success and reinforces how critical planning is to successful sales management. You will learn how to prepare and lead better sales meetings and how to resolve team conflict. Also learn how to develop sales plans and budgets, recruit and interview new sales professionals, and set team goals and objectives.

Professional Sales Skills

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, and how to develop a sales plan.

Miscellaneous

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. You'll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. Also learn how to get your first job as a technical writer, plus tricks of the trade that enable you to create high-quality documentation with less work.

Singapore Math Strategies: Model Drawing for Grades 1-6

Get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. As a teacher, you know that many students groan when it's time to solve word problems. Luckily, model drawing, a Singapore Math strategy for working word problems, will help your students start to enjoy math in a way they may never have before. The secret behind model drawing is that it gives students a concrete, reliable set of seven steps that they can use to solve 80% of the word problems out there. * *For renewal credit classes must have prior approval by your educational authority.*

Teaching Students with Autism: Strategies for Success

Teach children with high-functioning autism and Asperger's Syndrome right alongside their neurotypical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.* *For renewal credit classes must have prior approval by your educational authority.*

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. You'll master strategies for teaching the writing process and find out how to develop engaging lessons for different writing applications. We'll explore the benefits of writing across the curriculum, examine ways to organize your writing instruction, and uncover the secrets of effective assessment.* *For renewal credit classes must have prior approval by your educational authority.*

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.