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Course Prices

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Fall 2008

Our online courses
are open to everyone!

expert
instructors



affordable
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for
everyone!



Learn from the
comfort of home!

I want to learn!

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

Take Control of Your Windows Vista PC

See Page 9

Become a Pro with Digital Photography

See Page 5

Learn a New Language

See Page 6

Discover the Secrets to Making and Saving More Money

See Page 7

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.

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

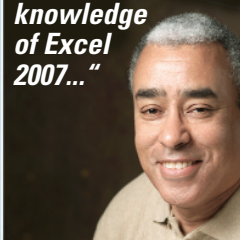
Instructor-Facilitated

Online Courses

Learn Office 2007
in Six Weeks From the
Comfort of Home



"...I really feel I have grown and have a better knowledge of Excel 2007..."



Enroll Now!

Visit us for more details!

or call:

Intro to Microsoft Word 2007

Learn how to create and modify documents in Word 2007, the most popular word-processing program available.

Intro to Microsoft Excel 2007

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint 2007

Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access 2007

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

Intro to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Visit our Online Instruction Center to find more courses!



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.

I am thankful for all the knowledge given in this course. I am strongly satisfied with the instructor and the course. I happily will recommend this course to anyone interested. Thank you again.

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.

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.

Business and Marketing Writing

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

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

Creating Your Own 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.

**Gain Valuable
Computer Skills
for the Workplace**

**from the comfort
of your home!**



Visit our site to
learn more.

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).

Introduction to the Game Industry

Leading game designer prepares you for a career in game development, design, and production.

Theme Park Engineering

Get a behind-the-scenes look at your favorite parks from the person who engineers their top attractions.

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

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.

The Magic of 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.

Outdoor Survival Techniques

Learn the essential skills you will need to survive in a remote or stranded condition.

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

Every course on this page includes an expert instructor. 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!

Wine Appreciation for Beginners

Master and enjoy the secrets of fine wine.

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 Conversational French

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

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.

ART, HISTORY, MATH, & MORE

Enjoying European Art Online

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information.

Teaching Science: Grades 4-6

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

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.

LAW & LEGAL CAREERS

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 - Part 1

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

Find meaning through work.

*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. The instructor was very interactive within the forum which gave it a nice personal touch. 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.

Building Wealth

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

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.

Become a Veterinary Assistant II: Canine Reproduction

Manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

Become a Veterinary Assistant III: Practical Skills

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

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.

Online Courses For Becoming Veterinary Assistants



Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

- **Become a Veterinary Assistant**
- **Become a Veterinary Assistant II: Canine Reproduction**
- **Become a Veterinary Assistant III: Practical Skills**

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

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.

All courses run for six weeks (with a two-week 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 course entirely from your home or office. Any time of the day or night.



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TEACHING

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.

Big Ideas in Little Books

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

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.

Microsoft PowerPoint in the Classroom

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

The Creative Classroom

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

Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Microsoft Word in the Classroom

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

Ready, Set, Read!

Learning specialist shows you how to develop successful readers and writers.

TEACHING

Microsoft Excel in the Classroom

Discover how Excel can help you improve your effectiveness as a teacher.

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.

I loved the class. It was useful and very informative. Great Instructor!!

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.

Pleasures of Poetry

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

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your works published.

Romance Writing Secrets

Learn how to write and sell romance novels from a veteran romance author.

Write Your Life Story

Give your family and friends an inspirational autobiography.

Write Fiction Like a Pro

Author teaches you how professional writers use story outlines to structure any type of story.

WRITING

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.

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

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.

Forensic Science For Writers

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

Effective Business Writing

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

Mystery Writing

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

Writing for Children

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

Travel Writing

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

Beginning Writer's Workshop

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

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.

BASIC COMPUTER LITERACY

Keyboarding

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

Introduction to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

I felt this class was very helpful to me, as I am a first time home computer user. I downloaded everything for future reference.

Introduction to 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.

101 Tips and Tricks for the iMac and Macintosh

Experienced instructor shows you how to become a more productive Mac user.

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

Store, locate, print, and automate access to all types of information.

Intermediate Microsoft Access

Learn to solve real-world business problems with Access.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

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 Oracle

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

I have extensive programming, database, and database integration experience. I used this course as a 'refresher' and it served my purposes very well. Great Course.

Introduction to Microsoft Visio 2007

Learn how to design professional-looking diagrams with Microsoft Visio 2007.

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.

Design Projects for Adobe Illustrator

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

Intermediate Photoshop CS2

Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame.

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.



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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.

WEB PROGRAMMING

Introduction to Java Programming

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

Introduction to CSS and XHTML

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

I thought the course and the instructor were excellent. The instructor made all the difference, in fact! I truly appreciate his responsiveness in the discussion area. His answers were timely and complete -- better than another course I recently took!

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.

This course instructor is fantastic. I would absolutely take another class taught by him in a heartbeat (I plan to take his intermediate course, in fact). His writing style is very easy to follow, and he is helpful and encouraging in all his discussion replies.

WEB DESIGN

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.

*Convenient,
Affordable,
and Effective.*

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

Introduction to Microsoft FrontPage

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