

In response to the growing demand for courses that teach skills in a wide variety of areas for the purpose of both learning and career exploration Greenways Academy of Alaska, is now offering an online suite of open enrollment courses to meet that need.

No matter if you want to learn a new computer skill, further learning you already have in a particular area or simply explore a subject that you are interested in, we have nearly 200 courses to meet that need. Each concentrated course is in length and may be “stacked” to build a customized course.

Ranging in subject matter from Accounting, to Writing, and from Computer courses, to Veterinary courses you will find a course that interests you.

These concentrated “short” courses are designed to provide optimal learning in 6 week long, concentrated sessions so that you may take a course in an extremely efficient manner while maintaining a superior level of learning.

All of our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations. Chapter tests and a final test are also part of each course.

We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

For more information or to register
Contact Janet Beckett: 907.320.0229
E-mail: janet@GreenwaysAcademyAlaska.com

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Greenways Academy Concentrated Courses

Business

ACCOUNTING

Accounting Fundamentals I (US)

Learn the basics of double-entry bookkeeping, while learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. Suitable for either a small business or an individual household, this course is sure to increase financial awareness and accountability.

Accounting Fundamentals II (US)

Build on the knowledge you gained in the Accounting Fundamentals course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices. Explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

Introduction to Crystal Reports 10

Discover how to extract the data you want your report to include, how to sort it into the order you want, how to group related information together, and how to include totals for groups of figures or for the entire report. Gain firsthand experience with the process of creating, running, and publishing polished, professional quality reports.

Introduction to Microsoft Excel 2003

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.

Intermediate Microsoft Excel 2003

Intermediate Microsoft Excel 2007

Learn how to work faster and more productively by using many of Excel 2003 or 2007'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

Advanced Microsoft Excel 2007

Learn Microsoft Excel advanced techniques that most users don't even know exist. In this hands-on course, you'll learn how to use scenarios and data tables to quickly perform multiple what-if analyses and discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. Learn to use validation to protect the integrity of your worksheets. Become adept at consolidating and importing data, and conditional formatting to highlight duplicate entries and other common worksheet problems.

Introduction to Peachtree Accounting 2009

Understanding Peachtree, will enable to do your regular accounting tasks yourself with far less struggle and only pay your accountant for advice on making your business more profitable. We will teach you how to perform all your basic accounting tasks using Peachtree Accounting software. Learn to set up vendors, customers, and inventory items. See

how easy it is to record typical tasks such as goods purchased, bills paid, items sold, and payments collected and how to handle end-of-month procedures.

Introduction to QuickBooks 2009 (US)

Introduction to QuickBooks 2010 (US)

Get the training need to start using this accounting program 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 2009 (US)

Performing Payroll in QuickBooks 2010 (US)

Learn the steps you need to follow to properly set up your payroll system -- such as accessing information on the Internal Revenue Service Web site, creating an entry for a new employee, tracking time and job cost data, and generating required forms and reports. Gain skills in troubleshooting and solving common problems and mistakes!

QuickBooks 2009 for Contractors (US)

QuickBooks 2010 for Contractors (US)

Learn how to effectively use the Premier Contractor Edition of QuickBooks 2009 or 2010 to create custom and professional-looking contract estimates and different methods for billing your clients - includes using the QuickBooks progress invoicing and job-costing features. Learn how to deal with change orders and retainage requirements, how to set up accounts, items, customers, and jobs. Discover how to avoid the costly mistakes contractors commonly make with QuickBooks and how specific transactions impact all of your various accounts.

DATABASE MANAGEMENT

Introduction to Crystal Reports 10

You will discover how to extract the data you want your report to include, how to sort it into the order you want, how to group related information together, and how to include totals for groups of figures or for the entire report. All the while, you will gain valuable firsthand experience with the process of creating, running, and publishing polished, professional quality reports.

Introduction to Database Development

A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

Introduction to Oracle

Learn how to create an Oracle database, build various database objects for the database, and write simple SQL statements that access the data from the database. We will teach you how to write Data Definition Language statements to create, update, and delete database objects. Learn how to execute Data Control Language statements to give or delete access rights to database objects. Write Data Manipulation Language statements to insert, update, delete records from a database and learn how to query the data and create finished reports.

Intermediate Oracle

Gain hands-on experience with Oracle's PL/SQL programming language, with expert assistance from an IT veteran. PL/SQL is Oracle's procedural language extension to Structured Query Language (SQL). Gain the skills you need to write powerful and flexible programs using that language, learn the building blocks and core features of PL/SQL, including expressions, various iterations, and built-in functions. Then begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing.

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 will learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

GRANT WRITING & NONPROFIT

A to Z Grant Writing (US)

This course will equip you with the skills and tools you need to enter the exciting field of grant writing. You will learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You will also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. Many of this course's elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. You will find the A to Z of writing and submitting successful proposals here!

Advanced Grant Proposal Writing (US)

An experienced grant writer will show you how to research and write fund-winning proposals. Become proficient in the proposal format used by the vast majority of public foundations. Learn what to do--and, more importantly what not to do--on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. Discover the quickest, most efficient ways to gather the needed information to develop your proposal's attachments, including information on your organization's structure, administration, and finances. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You will become expert at ferreting out corporate, foundation, and government grant makers, and you will know how to tailor your responses to information found in the peer review criteria. Before the course is over, you will have discovered a number of significant finishing touches that can give your project the edge over others. Learn the importance of obtaining community and political support before submitting a proposal to any government agency.

Becoming a Grant Writing Consultant (US)

Good grant writing consultants are always in demand. Learn to use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. Your instructor, a national grant consulting veteran, will provide you with easy-to-follow instructions that you can use to start your own home-based business. You will learn what services to offer, how to find clients, and how to set your fees. This is one field where your creative writing skills can literally touch thousands of people and make a true difference in their quality of life.

Get Grants! (US)

This course focuses on the skills you will need to prepare professional, competitive and compelling grant proposals. You will be guided step-by-step through the entire process of developing and writing a grant proposal. In just six short weeks, you will be prepared to convert an idea into a complete, well-developed package. More than a simple how-to, this course teaches you how to recognize what makes a project attractive to a funding agency and how to create a compelling case. Whether you are thinking of proposal writing as a career option or are looking to help your organization generate additional external funding, this course will show you how to produce more competitive proposals and be more successful in getting grant awards.

Marketing Your Business on the Internet

Find out how to market your business on the Internet from an e-commerce expert, even if you have little or no money to spend. In this practical course you will learn little-understood secrets about the types of businesses that thrive on the Web. Discover proven methods to establish an Internet presence and build an online brand identity. Learn several low-cost promotion strategies that you can use to drive visitors to your site and find out how a media kit can help you earn extra revenue by selling advertising space on your site. Learn to think strategically about marketing your Web site, products, and services using Internet technologies. Learn to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy.

Marketing Your Nonprofit

This course will show you how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. You will also learn how to persuade the media to communicate your organization's message and further its ideals and goals. Instructor Linda Kissam draws on her extensive nonprofit experience to share effective, practical, and easy-to-implement strategies that you can put to immediate use.

Introduction to Nonprofit Management (US)

Learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. Understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. Gain a full understanding the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work.

Nonprofit Fundraising Essentials (US)

Take your first step toward a rewarding career in fundraising for nonprofit organizations! First, you will explore the skills you will need to become a successful fundraiser. After that, you will discover where the best corporate and foundation fundraising jobs are and how to apply for them. Next, you will delve into every area of nonprofit fundraising—annual funds, special events, corporate relations, foundation relations, major gifts, and planned giving. You will also learn about capital campaigns and find out why they're a crucial element of nonprofit fundraising. Along the way, you will view real-life examples of writing projects, from gift acknowledgment letters to proposals, and you will hone your own writing skills. In addition, you will explore fundraising software tools you can use to track your efforts and enhance your results.

Starting a Nonprofit

This highly interactive, hands-on course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. It provides practical how-to information about incorporation, organization, and other issues pertinent to anyone involved with a nonprofit start-up. This clear and enjoyable course, taught by an industry veteran, will answer your every question, providing detailed instructions describing every step you will need to take to establish and operate a successful nonprofit. You will learn how to incorporate, select a board of directors, write bylaws, craft a mission statement, obtain tax-exempt status, develop a budget, create a marketing plan, explore fundraising options, and more. The course is also supplemented with useful checklists, worksheets, reading lists, and field trips to a wide variety of online resources.

Writing Effective Grant Proposals (US)

If you learn how to avoid the errors that lead to the rejection of your proposal, you will be better prepared to help the causes you most admire. This course will walk you through all of the essential steps—including an important discussion of what you must do when the grant arrives! In this course, you will learn how to become fully familiar with the institution or project for which you are requesting support. You will get valuable guidance in preparing a background statement and a brief financial statement to support your request. You will also research some charitable foundation and corporate giving sources. Then, you will learn how to put everything together so you can assemble, write, and submit complete grant proposals to foundations, corporations, and wealthy individuals for any number of your projects.

BUSINESS MANAGEMENT

Achieving Success with Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

Administrative Assistant Applications

Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Understand the fundamentals of business law, contracts, and the principal-

agency relationship; discover the forms of business organization and learn about ethics and organizational politics; and the basics of international business.

Administrative Assistant Fundamentals

Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable team member by identifying opportunities and implementing solutions to improve productivity.

Building Teams That Work

Learn the components of a successful team and the stages of its development. You will master the skills you will need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you will have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

Introduction to Business Analysis

This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course! This is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. Excellent for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of the course, you will receive a certificate indicating your completion of PDUs equal to the number of course hours.

Distribution and Logistics Management

This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP); bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).

Fundamentals of Supervision and Management I

Recently promoted to a supervisory or management position? Want to learn how to become a more effective manager? Then master the basics of business by learning the language of management. Learn the skills required to delegate responsibility and motivate your employees. Understand how to influence and direct other people's performance and learn how to solve problems and resolve conflicts.

Fundamentals of Supervision and Management II

Learn how to be a more effective manager or supervisor. Master the basics of communication, because effective communication is essential in your quest to be a good manager or supervisor. We will discuss how you can develop your interpersonal skills, by understanding and dealing with the various people issues that arise at work. We will show you how you can understand various personality traits--in yourself and in others--and how they impact the ability to get the job done.

High Speed Project Management

This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential for existing PMI credential holders looking for an approved activity for continuing certification PDUs. A certificate indicating your completion of PDUs hours awarded upon completion.

Introduction to Microsoft Project 2003

Introduction to Microsoft Project 2007

Discover how to effectively plan, implement, and control projects using Microsoft Project 2003 or 2007. In this hands-on course, you will find out how to apply the world's most popular project management software to your

needs. You'll convert lists and schedules into an integrated plan you can be proud of, and you'll see how Microsoft Project can walk you through any project by helping you 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.

Leadership

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, 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.

Managing Customer Service

As a manager you interact with customer service personnel. But are you empowering your organization with quality customer service suggestions? Discover the dynamite methods for bringing out the best in your team, measuring customer service, and learning what you need to do to anticipate the needs of your reps and your customers. As an added bonus, you will unlock the power of leading by example and setting new trends for customer service in your growing business. Plus, learn how to communicate, resolve complaints, and foster winning traits in each of your reps, all in six easy weeks.

Manufacturing Applications

Learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. Discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you will learn about the elements of a logistics system, including warehousing and receiving.

Manufacturing Fundamentals

Learn how successful organizations use costs to communicate manufacturing progress and how to effectively develop short and long-term budgets. Also, you will discover how the application of technology turns an ordinary company into a high-performing organization. Find out how ISO 9000 and enterprise resource planning (ERP) make the most of a manufacturer's potential.

Mastery of Business Fundamentals

Interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? Learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. Understand how successful organizations use performance measurements to stay on track. Master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. Discover various financial investment models and you will learn the basics of financial planning and budgeting methods. Gain an understanding of the basic principles of business law, contracts, and the principal-agency relationship. Explore the forms of business organization and learn about ethics and organizational politics.

PMP® Certification Prep 1

PMP® Certification Prep 2

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first six chapters of *A Guide to the Project Management Body of Knowledge Guide*, 4th edition--the essential resource for the PMP® certification exam. Find out about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

Project Management Applications

Learn the same powerful tools and techniques that experienced project management professionals rely on every day. Increase the probability of project success by mastering the tricks of the trade: Earned Value Performance

Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. Become proficient at recruiting team members and empowering them to succeed. Understand the stages of team development, and gain skills in developing and motivating team leaders. Learn how to understand and relate to an organizational culture and the differing characteristics of its work groups. Learn about project software, statistics, change management, processes, and estimating with project planning, control and data analysis tools.

Project Management Fundamentals

Master the essentials of project management and learn how to become an indispensable member of your project team. Learn about project politics and ethics, project measurements, and project closure. Develop all sections of a project plan so you become comfortable with the project management body of knowledge, and develop a variety of powerful techniques to generate project ideas. New to project management – learn the essential information you need to complete your first project. Experienced project manager—become more valuable by increasing your skills and competencies.

Purchasing Fundamentals

Learn to define internal customer needs, generate purchase requisitions and purchase orders, expedite, trace and receive supplier deliveries, maintain effective purchasing records and create and manage various purchasing budgets. You will learn about business law, contracts, leasing, Six Sigma and total quality management (TQM). You will learn how to recruit, select and evaluate purchasing personnel, and learn the importance of business ethics.

Six Sigma: Total Quality Applications

Learn how to apply the DMAIC model each step of the way. You will learn how to define, plan, implement, and close a Six Sigma project. You will also know how to use process capability and how to apply lean thinking. And you will understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions. This course will help you prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®).

Supply Chain Management Fundamentals

Learn to succeed in the supply chain management field. Learn which actions to take when confronted by almost any situation. Understand how to represent top management's interests on the shop floor, and you will know how to translate such initiatives as strategic planning, sales and operations planning, and new product introduction into achievable, operational plans and all the necessary elements to fulfill the requirements of a formal supply chain cycle beginning with developing long-range production, sales, and capacity plans. Master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC).

Total Quality Fundamentals

You will learn how successful organizations apply quality to their everyday activities and find out how to use teamwork to make the most of employees' abilities and potential. Learn how to manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact.

Understanding the Human Resources Function

No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

SALES & MARKETING

Effective Selling

The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course; your sales will grow as if by magic.

Principles of Sales Management

Master the art of managing sales teams from a sales management professional. Learn the essential roles and responsibilities of a sales manager and develop leadership, motivational and team-building skills. Learn proven techniques and strategies for communication, conflict resolution and sales planning to deliver superior sales-team results.

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, how to develop a sales plan, and more!

BUSINESS COMPUTER SKILLS

Computer Skills for the Workplace

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.

MICROSOFT & ADOBE

What's New In Microsoft Office 2007

The Microsoft Office 2007 programs--Word, Excel, PowerPoint, and Access--look a lot different than they did in 2003! Familiar menus and toolbars have been replaced with the brand new Ribbon. Learn how to get around the Office 2007 programs and how to use their exciting new features. You'll get comfortable working with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. Before you know it, you'll be using each program with ease, accomplishing your work faster, and creating documents that look better than ever.

Introduction to Microsoft Access 2003

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. (Two separate courses)

Intermediate Microsoft Access 2003

Intermediate Microsoft Access 2007

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 Adobe Acrobat 9

In this course, you will discover how to bring together a wide range of content from dozens of programs that you can reuse and customize in Acrobat 9 Pro. Need to change some text? Create a new file? Add a page from this file and an image from that file? This software allows you to do all that and more! Bringing together content is just the beginning. You will work with many features, such as backgrounds and bookmarks, to help unify your documents and

add navigation to guide your users. See how to protect your work using password security. Discover how to wrap a set of PDF files (and other documents, too) into a PDF Portfolio with a Flash interface and display features.

Introduction to Microsoft Excel 2010

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. In this easy online course, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you're done, you'll be using Excel like a professional.

Introduction to Microsoft FrontPage 2003

Learn the essentials of Microsoft's popular Web site-building software. You'll begin with an introduction to basic Web design principles, and you'll explore the interface and features of the FrontPage program. Then, learn how to manipulate words and images to create a site worthy of publishing to the Internet. By the end of the course, you'll be armed with all the knowledge you need to create an attractive, well-designed, and functional Web site.

Introduction to Microsoft Outlook 2003

Introduction to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2003 and 2007 from an expert instructor who's already helped thousands become productive and confident with previous versions of Outlook. Get up and running quickly with the most important aspects of the program, and even create a Google Gmail account for class assignments and personal use. (Two separate courses)

Introduction to Microsoft PowerPoint 2003

Introduction to Microsoft PowerPoint 2007

Learn how to use Microsoft PowerPoint 2003 or 2007 to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web. You'll also learn how to save your presentations in HTML so they can be shared with others over the Web, and you'll discover some of the exciting new features exclusive to PowerPoint 2003, such as the Package-for-CD feature, the Research task pane, and the updated PowerPoint Viewer.

Introduction to Microsoft Publisher 2003

Introduction to Microsoft Publisher 2007

Learn Microsoft's comprehensive, easy-to-use, desktop publishing package to create and publish a wide variety of documents. Gain valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. You'll receive expert guidance in selecting and using images, colors, and layouts.

Introduction to Microsoft Word 2003

Introduction to Microsoft Word 2007

Learn how to create and modify documents in Word 2003 and 2007, the most popular word-processing program available. (Two separate courses)

Intermediate Microsoft Word 2003

Intermediate Microsoft Word 2007

Microsoft Word 2007 is a powerful and popular program, yet most people use only a fraction of its features. In this course, you'll learn Microsoft Word's more advanced features, which can make writing easier, faster, and more fun. You'll discover how to create an index, a list of figures, tables of contents, do desktop publishing, perform a mail merge, and use timesaving macros. By the end of the course, you'll know how to use Word both to save lots of time and to set your creativity free! (Two separate courses)

Advanced Microsoft Word 2003

Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, and much more.

BUSINESS WRITING and COMMUNICATION

Business and Marketing Writing

Using clear explanations, real-life examples, and an animated style, the course solidifies the relationship between business and marketing principles and written communications. You will learn how business and marketing objectives affect writing choices. You will get practical writing instruction in grammar, clarity, structure and more. You will understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics. Whether you seek to improve your own writing or learn to identify effective copy, this course will help you understand the power of writing - and use it to present a solid, cohesive message to your target audience.

Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you are a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you will know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Fundamentals of Technical Writing

Learn the skills you need to succeed as a technical writer and how to translate complex information into easily understood language. Become a wizard at marrying the art of publishing with the science of technology. Learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically. You will 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.

Grammar Refresher (US)

A grasp of English grammar is important if you want to improve your speaking and writing skills. Gain confidence in your ability to produce clean, grammatically correct work. Explore the basics of English grammar—like sentence structure and punctuation—as well as logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice.

Keys to Effective Communication

If you want to improve your communication abilities, you will appreciate this course. A patient instructor and a supportive community of your fellow students, work with you through the process of becoming a great conversationalist. Learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

Writing Essentials

In this course, you will develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Whether you are hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice for students who speak English as a second language.

Computer

DIGITAL PHOTOGRAPHY & DIGITAL VIDEO

Discover Digital Photography

In this course, you will explore a broad overview of the basics of digital photography, equipment, software, the digital darkroom, printing, using photos on the Internet and with e-mail, along with commercial and personal

applications. You will learn how to decide what equipment and software is best for your personal digital photography needs, what you can do with digital photography after you've taken the pictures, and what you can expect to invest. This class will provide an introduction to new opportunities for using digital photography and serve as an excellent introduction to Secrets of Better Photography.

Introduction to Illustrator CS4

Are you planning a career as a graphic artist? If so, this course is for you! Adobe Illustrator is the industry standard for creating vector images—graphics that artists can resize to fit on anything from a dome to a billboard—and it's the program of choice for drawing logos and designing type effects. In addition, it's an outstanding companion tool to Adobe Photoshop, and it's perfect for creating graphics for Flash sites. In this course, you'll learn how to use a wide range of tools in Adobe Illustrator CS4, including the enhanced Recolor Artwork feature and the redesigned Gradient tool. By the end of the course, you'll be a master at using Illustrator to further your career and express your own creativity.

Introduction to Photoshop CS3

Learn Photoshop with detailed, step-by-step easy-to-follow instructions Photoshop CS3 has a host of impressive new features for photographers, and you will be introduced to them. Next you will learn how to create simple digital paintings, edit your own photographs to remove red-eye, get rid of dust and scratches, and correct image exposure, switch the backgrounds on images, and remove wrinkles and blemishes from photos.

Intermediate Photoshop CS3

Take your Photoshop skills to the next level when you learn advanced techniques for Adobe Photoshop CS3. Learn to undo or revise changes without losing image quality. You will find it easy to master the nondestructive editing techniques and discover how to save every pixel in your original image. You will use Smart Objects to crop an image or resize it back to its original size. Master tricks for warping Smart Objects and learn to add shadows or embossing. This course will teach you to use Photoshop to edit photos, make scrapbook pages, or do original artwork.

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Making Movies with Windows Vista

In this hands-on course learn how to use Vista's Movie Maker to create your own digital movies. Start with the basics and then progress on to create your own video clips to use in a movie and what you want to edit out. You will see how to add special effects, titles, credits, still photos, sound effects, custom background music, and voice narration to your movie. There is hands-on practice at every step of the process. You will also learn how to share your movie through e-mail, YouTube, and CDs.

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. In this six week course you will learn to edit out the not-so-good content, and organize the good content into great, entertaining movies. You will learn how to add titles and credits to movies just like the pros. This course will take you through all the basics with easy step-by-step instructions and plenty of illustrations and hands-on exercises. Once you have the basics down pat, you will discover how to add still photos to your movies,

and how to make still photos from your favorite video scenes. You will learn all about adding special effects, background music, sound effects, voice narration, and more

Photographing Nature with Your Digital Camera

Learn many aspects of outdoor photography and how to master your digital camera's controls and features. Explore composition and lighting issues, and find out how to take beautiful nature and animal photos. Delve into your camera's shutter speed and aperture controls to capture the photos you want. Consider telephoto work in nature photography. In addition, we will talk about macro photos and then we will discuss using your computer to process your photos and digitally correct the most common problems. Explore abstract nature photography and see how your photos can become works of art rather than just snapshots of nature.

Photographing People with Your Digital Camera

Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. We will start with the basic principles you need to know in order to become a people photographer. Discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, we will move onto portrait and formal group shots, where you will learn how to organize people, which angles to use, and which to avoid. You will become proficient in action photography, and you will also learn several fun and creative ways to photograph children and babies. You will even gain expertise in filling your photographs with imagery, setting moods, and creating themes.

Photoshop CS3 for the Digital Photographer

Photoshop CS3 is a powerful software solution that provides support and specialized editing tools for digital photographers and graphic artists. We will focus on how to select and use the professional techniques. Designed for those with no image-editing experience, you will go from being a novice to an accomplished user. In CS3, combine its sophisticated tools to produce dynamic results in your photographs. 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, while learning the tools that make this program so popular and unique in the world of digital editing.

Photoshop CS4 for the Digital Photographer

Photoshop CS4 is a powerful software solution that provides support and specialized editing tools for digital photographers and graphic artists. We will focus on how to select and use the most helpful professional techniques. This class is designed for those with no image-editing experience. Learn step-by-step instructions for correcting flaws, enhancing the final product, adding text, and preparing images for e-mail and the Web as well as how to use the tools that make this software so unique in the world of digital image editing. Photoshop CS4 gives users all the tools they need to create outstanding digital images.

Photoshop CS5 for the Digital Photographer I

Adobe's Photoshop CS5 is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course, we'll focus on how to select and use the professional techniques most helpful to photographers. Designed for those with no image-editing experience, this class will take you from novice to accomplished photo editor.

Photoshop CS5 for the Digital Photographer II

Adobe's Photoshop CS5 is a powerful software solution that provides support and specialized editing tools for digital photographers and graphic artists. Master advanced skills including building collages, doing detailed editing, and restoring old photos. This class is perfect for you if you're already familiar with cropping, printing, and color adjustments, as well as the use of selection tools, and you want to take your photo-editing skills to the next level.

Photoshop Elements 6.0 for the Digital Photographer I

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. Created for those with no image-editing experience, this class will take you from novice to accomplished user. Upgrade students are welcome as well!

Photoshop Elements 6.0 for the Digital Photographer II

Adobe's Photoshop Elements 6.0 is full of outstanding features for advanced editing. Once you've learned the basics, you're ready to see how they all work together for detailed editing, building collages, restoring old photos, and more. This class is designed for those already familiar with cropping, printing, and color adjustments, as well the various selection tools. If you're ready to take your photo-editing skills to the next level, join us and see what more you can do with the advanced features of Elements.

Photoshop Elements 7.0 for the Digital Photographer I

In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images! An award-winning package designed for photo enthusiasts, Adobe's Photoshop Elements 7 provides the tools for making both quick fixes and detailed improvements. Perfect for those with no image-editing experience, this course will take you from novice to accomplished user. Upgrade students are welcome. **Photoshop Elements 7.0 for the Digital Photographer II**

Adobe's Photoshop Elements 7 is full of outstanding features for advanced editing. Once you've learned the basics, you're ready to see how they all work together for detailed editing, building collages, restoring old photos, and more. This course is designed for those already familiar with cropping, printing, and color adjustments, as well the various selection tools. If you're ready to take your photo-editing skills to the next level, join us and see what more you can do with the advanced features of Elements.

Photoshop Elements 8.0 for the Digital Photographer I

Designed both for those with no previous image editing experience and those upgrading to Elements 8, in this course you will edit images on your computer, correct flaws, enhance the final product, create simple art projects, prepare images for e-mail and the Web, and more. Achieve high-quality results with your images without having to learn complex professional techniques. Elements 8 makes it easy to achieve amazing results even in the early stages of your learning.

Photoshop Elements 8.0 for the Digital Photographer II

Learn to develop an orderly photographer's workflow with options for portrait editing, image distortion, filters, and much more. See how to restore old photos and add a hint of color for a hand-tinted look, as well as how to build high-impact collages with images and text. Photoshop Elements includes Adobe's award-winning layers, and you will learn how to make the most of them by combining images with layers and synchronizing artwork, frames, and images to increase your options for flexibility even after your work is finished. You will explore the ways you can combine layered work with Elements 8 new tabbed windows feature—a great tool for multi-image work. With a variety of options for sharing your images such as Flipbooks, slide shows, and collages, Photoshop Elements will be your first choice for image editing. You will see how and when to use raw images, as well as how to use JPEGs for outstanding prints and projects and how to use the new Recompose tool to size and edit images.

Secrets of Better Photography

Designed for film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will learn the basic technology that all cameras use, and you will receive helpful information on exposure and lighting. You will also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life.

Travel Photography for the Digital Photographer

This course will address the special needs and techniques digital photographers need to capture scenes from around the world and bring them home. We will focus on specific tips for digital photographers, and how to use both traditional techniques as well as those unique to digital equipment. We will look at subjects such as wildlife on land and at sea, and how to get the best shots of animals in captivity as well as those in the wild. We will discuss ways to blend in with nature for this popular area of photography and the best kind of equipment for specialized shooting. We will share tips on taking shots for professional use and those to treasure from a family vacation. Environmental

challenges can put your camera equipment in jeopardy, yet conditions such as freezing temperatures and tropical heat often abound in some of the most beautiful places in the world. This class will address those issues and offer practical solutions that travel easily. You will learn more about traveling with digital equipment and what to take and what to leave behind as you venture into the wilderness, onto a cruise ship, up in a helicopter, or over an international border. We will share various examples from destinations around the world, and expand your knowledge of techniques for shooting digitally and working with the images after you get back.

GRAPHIC AND MULTIMEDIA DESIGN

Creating Web Graphics with Photoshop CS3

Learn how to use your Photoshop skills to create and save graphics for the Web. You will create these graphics for a Web site of your choice as you develop a Web page lesson-by-lesson, from idea to Internet. Master the creation of animated GIF files, buttons, rollovers, and remote rollovers--elements that make your Web pages come to life. You will follow the development of one Web site throughout the course as you learn about the GIF and JPG formats, discover the inner details of color for the Web, learn how to make compact Web backgrounds, and slice graphics for faster screen display. You will pick up tips to help you get the most quality from your Web pages while using the least amount of download speed. You will also learn how working with vector paths and shapes can speed the creation process. If you have already mastered the basic features of Photoshop and understand layer and layer masks, then working through this course will give you the confidence you need to tackle any graphic challenge for the Web.

Creating Web Pages

Create and post your very own Web site on the Internet using HTML. First, you will learn about the capabilities of the World Wide Web and the fundamentals of web design. Plan the content, structure, and layout of your Web site, create pages text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You will also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Designing Effective Websites

In this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! We will 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 will 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. Along the way, we will talk about effective type and graphics and explore the idea of Web 2.0. This course is a must for Web designers, giving the tips and tools that will help them 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. Take your existing HTML skills to the next level and start building sites like the pros. CSS and XHTML not only make it easier for you to build and manage large Web sites, these powerful languages can also give you more precise control over the appearance of every page you build.

Intermediate CSS and XHTML

In this course, you will take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. You will find out the methods the pros use to quickly build effective sites that are easy to maintain and modify. You will discover the secrets to ensuring you keep total creative control over every aspect of a site. You will master specific techniques for creating flexible, table-less page layouts that adapt to all Web browsers, screen resolutions, and user needs. And you will learn how to build accessibility and search engine optimization into those page layouts.

Intermediate Dreamweaver CS3

Intermediate Dreamweaver CS4

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert. Examine pure CSS layout and learn how to incorporate multimedia elements such as Flash video and audio. Discover

the uses of XML and XSL. In this new intermediate-level Dreamweaver class, you will learn to harness the power of this industry-standard Web design tool. During this hands-on training, you will learn how to use standards-compliant Cascading Style Sheets to create Web pages that are easier to maintain and more search engine-friendly.

Intermediate PHP and MYSQL

Learn how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. See how to create a commercial online store using the PHP programming language and the MySQL database server. Walk through the steps for developing a complete online store Web application and will see, step-by-step, how to create all of the software and database objects used in the application. The application consists of an administrative Web application allowing a store manager to post new products, alter product information, and process customer orders, and a customer Web application allowing customers to browse the catalog of products, select products for purchase, and check out using a shopping cart.

Introduction to CorelDRAW X3

Learn how to draw and paint without pencils, pastels, or watercolors using your computer and the imaging software, CorelDRAW! Even if you can't draw a straight line or a round circle, CorelDRAW will help you unlock the artist inside. Perfect for beginners, but those with design experience will also benefit from the detailed, step-by-step instructions. Discover how to add special effects and brilliant colors to your designs while creating a professional-looking newsletter and greeting card. Find out how to add exquisite text to images to create logos and letterheads and export your designs to other applications like Microsoft Office, Adobe Acrobat, and the Web.

Introduction to Dreamweaver CS4

Learn to use Dreamweaver CS4 to design, create, and maintain user-friendly Web sites that are full of professional-quality Web pages? If so, then this is the class for you! You won't need any prior Web design skills or knowledge of code. We will start at the beginning, and through engaging lessons and hands-on exercises, we will build a sample site from the ground up. In the process, we will explore the program's interface and how to set up Dreamweaver for building as many sites as you like with a minimum of effort and repeated tasks. You will find out how to insert and format text, work with image files, and see exactly how hyperlinks work. By the end of the course, you will be well-prepared to learn more about HTML or CSS if you want to take your skills to the next level.

Introduction to Flash CS4

Learn how to create animated, interactive movies in Flash CS4 and develop a fully-functioning Flash application, complete with animation, graphics, and interactive buttons. We will start by getting familiar with the Flash workspace, creating text and graphics, and animating objects on the Flash movie stage. We will look in detail at the anatomy of a Flash movie, including how to use the Flash timeline, layers, and frames to control objects and timing on the stage. Create your first Flash movie, and learn how to format and embed external digital media and how to make them appear or play at specific times. Learn how to control digital media based on specific events, such as end-user mouse clicks. There will be an introduction to *ActionScript*. Learn to write scripts that control movie flow. Practice making and animating 3-D objects, syncing sounds with animations, and publishing you movie to the Web.

Introduction to Flash CS5

Take your graphics skills to a whole new level by adding Flash to your designer toolkit! In this course, you'll master the basics of creating Flash movies as you learn how to get around in the Flash workspace, create text and graphics, and animate objects on the Flash movie stage. Then you'll find out how to create interactive buttons with ActionScript 3.0, Flash's powerful programming language. You'll also explore using sound and digital video in your Flash movies, as well as creating and animating 3-D objects, syncing sounds with animations, adding special effects, and publishing your Flash movies to the Internet. By the end of the course, you'll know how to create and publish Flash movies and applications, and you'll be well on your way to becoming a Flash designer.

Introduction to Illustrator CS3

Adobe Illustrator CS3 is the program of choice for many graphic and visual artists. It allows you to draw and manipulate artwork, add special effects, apply color, and much, much more. Illustrator also sets the industry

standard for creating vector images, which you can resize without loss of quality. In this course, you will learn how to draw and trace with the Pen tool, use the new and amazing Recolor Artwork command, enhance your project with color, and bring your projects to life with interesting type. And with each lesson, you will get an assignment that challenges both your creativity and your growing Illustrator skills. The course is appropriate for those just getting started with Illustrator and those looking to update their skills by mastering this version of the program.

Introduction to InDesign CS3

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. We will cover many important aspects of InDesign as you prepare a range of print and online products for a fictional company. You will get dozens of files to use in the lessons—partially completed InDesign files, as well as the graphics and other content required for the project.

Introduction to InDesign CS5

Students will master the basics of Adobe InDesign CS5 as they get hands-on experience in designing and creating professional-quality letterhead, business cards, brochures, PDF files that play movies, and more.

THE INTERNET

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 the most frequently, and which ones you must absolutely get your site listed in. Master important HTML tags and understand how to use them effectively and ethically. Explore exciting and free online tools that can help you choose the most popular keywords related to the topic of your Web site. Domain, folder, and file naming conventions are discussed along with content layout and its effect on search engine positions. The entire SEO cycle is covered in detail, from primary keyword selection through the post-submission analysis. You will acquire the knowledge and the know-how to achieve top search engine positions!

Introduction to Internet Writing Markets

Discover the thousands of lucrative publishing opportunities that await you on the Internet if you understand Internet marketing. Our web-experienced writer will show you how you can start earning income on the Web right away. You will find out how to sell e-zine articles, write for Webzines and online magazines, create a blog, sell manuscripts to an e-publisher, and self-publish your own work as an e-book or a traditional book using print-on-demand (POD) publishing. Discover unlimited opportunities to make income from your writing through advertising revenue. Then you will learn how to query and submit your writing electronically, how to understand electronic submission guidelines and online contracts, and all about the future of Web writing.

Marketing Your Business on the Internet

Find out how to market your business on the Internet from an e-commerce expert, even if you have little or no money to spend. In this practical, hands-on course, you will learn little-understood secrets about the types of businesses that thrive on the Web. Then, you will discover proven methods that will help you establish an Internet presence and build an online brand identity. You will even learn several low-cost promotion strategies that you can use to drive visitors to your site, and you will find out how a media kit can help you earn extra revenue by selling advertising space on your site. Throughout the course, you will learn to think strategically about marketing your Web site, products, and services using Internet technologies. You will know how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you will have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.

Navigating the Internet

Become net-savvy in six short weeks! Learn where the Internet came from, what makes it tick, and where it is headed. Learn advanced search techniques. Build your own start page filled with the news and information. Find out how to get free assistance with technical issues, travel planning and major purchases. Take advantage of cloud computing to freely create, edit, and collaborate with others on documents and spreadsheets; use the power of

social networking to reconnect with old friends and share photos with other family members; keep your Internet knowledge up-to-date with the help of blogs, wikis, and social bookmarking; gain access to masterpieces of art and literature; entertain yourself and your family with free online games and videos; and find out how to best defend yourself against dangerous hoaxes, viruses, worms, and other forms of malware.

Web 2.0: Blogs, Wikis, and Podcasts

In this course, you will learn how to create, manage, and promote your own blog, wiki, and audio and video podcast. Each of these amazing Web 2.0 tools gives us a chance to interact, share ideas, and collaborate with others from home, at work, or in a classroom. Through hands-on exercises, you will discover the benefits of using free Web 2.0 tools like Blogger, Wikispaces, Audacity, and YouTube. Guided by an expert instructor, you will find that creating Web 2.0 tools is much easier than you ever imagined. And by the end of this course, you will be amazed how much you've accomplished.

WEB TECHNOLOGY AND COMPUTER PROGRAMMING

Advanced PC Security

When is hacking legal? When you use it to secure your own network. This new method of hacking, called *ethical hacking* or *white-hat hacking*, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you're running a small home network or you're an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. Sooner or later, you know that somebody is going to try and break into your network. Why not learn how hackers think so you can harden your defenses against them?

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. You'll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.

Creating User Requirements Documents

This course will show you, step by step, how to discover and document precisely what your customer wants. No matter which industry you work for, no matter what type of project you have, you will master the requirements management process in this course. You will learn practical techniques to gather, manage, and document user requirements that you can apply immediately to your profession. In addition, this course will use examples and templates to walk you through the complete process of creating a user requirements document from inception through completion and beyond.

Introduction to C# Programming

Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of visual Basic, C++, and Java. Begin by exploring input/output operations; decision making, looping, and object oriented programming principles. Then you'll gain hands-on experience using sequential data files, and build your own Graphical User Interface, (GUI) application. Using a state-of-the-art language you will build impressive and professional-looking applications on your schedule and on your own computer.

Intermediate C# Programming

Build upon your current knowledge of programming logic by writing Graphical User Interface (GUI) applications in the C# programming language. Learn to write professional looking applications with many of the common GUI controls, such as buttons, labels, text boxes, check boxes, and radio buttons. Also learn how to put menus and toolbars into your program to make them easier to use. Find out how to make your program interact with sequential files, random access files, and databases. Real examples will take through computer application design and implementation. Lessons contain practice work so you will learn programming by doing programming to reinforce your new knowledge.

Introduction to C++ Programming

Learn how to program in C++ from a master programming instructor and published author. In this project-oriented course, you will skip all the gobbledygook and get right to programming--even if you have no prior programming experience! Before you know it, you will be putting together programs that have their own windows and controls, and you will see how easy programming really is. In the course, you will see how the world around us is built up by objects--things that have qualities and capabilities, and you will explore how you can take that information and write a computer program that models the world around us. You will then see that this is the actual technique that professional programmers use to build their programs. By the end of the course, you will be using Microsoft Visual C++ 2005 Express Edition to write real programs for Microsoft Windows.

Introduction to Java Programming

It's a breeze to learn Java in our friendly and supportive environment. Start with the basics of program design and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start! We will use the latest release of Java, from Sun Microsystems, the company that maintains and supports the language. We will also use BlueJ, a graphical development environment designed especially for students. Both are free open-source products, and I will give you the proper instructions to download them.

Intermediate Java Programming

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools. Over the six weeks of this course, you will build several complete applications that combine these concepts. You will also use the knowledge you gain to solve programming problems included with the lessons--problems designed to help you master all the principles you learn.

Introduction to Linux

Learn how to navigate through the world of desktop Linux, and use the free office productivity, multimedia, and Internet software packages included with Linux. Also learn how to use your Linux desktop to access the Internet to browse web sites, download files, chat with friends, and work with e-mail.

Wireless Networking

Wireless networking is a hot topic. More and more people want to roam unplugged, so demand for wireless connectivity in homes, offices, and gathering spaces is soaring. In this fascinating and timely 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.

Introduction to Networking

Learn real-world applications for the concepts you learned in *Introduction to Networking*. You'll gain a full understanding of almost every aspect 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 Programming

Take your first steps toward a career as a computer programmer! Using Just BASIC, a free and simple programming language, you'll learn how to create and work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You'll even dig into graphics and sound as you master basic programming concepts. In each lesson, you'll get hands-on practice as you write a working computer-game application. By the end of the course, you'll have the skills and confidence you need to program in BASIC and design your own custom applications for home, school, or work.

Introduction to Ajax Programming

In this course, you will learn each of the technologies that Ajax is composed of. We will spend several lessons digging into JavaScript, a programming language essential to Ajax. You will discover the wonders of the Document Object Model (DOM), cascading style sheets (CSS), the XMLHttpRequest object, extensible markup language (XML), and PHP scripting. Together, these technologies are what give Ajax its power. Along with every lesson is a project application that we will create together. Each application will give you hands-on practice with the technologies you will be learning. By the time the course is finished, you will be able to create your own Ajax applications to give your Web site faster and more streamlined functionality. Also, since Ajax skills are highly prized, you will be in a great position to begin a new career as an Ajax programmer.

Introduction to Alice 2.0 Programming

Alice was designed to teach object-oriented principles to novice programmers, all while helping them to create exciting, three-dimensional worlds for animations and games. This course will show you how to create programs that use basic programming concepts like variables, decisions, events, loops, and arrays. The best part is that you will be able to learn and practice these techniques while creating programs in a three-dimensional world. This makes programming more fun and easier to learn. By the end of the course, you will be able to make interesting three-dimensional worlds that your audience can view like movies or play like interactive video games. You will also be able to take the concepts you have learned here and apply them to other object-oriented languages like Java, C++, C#, or Visual Basic.

Introduction to ASP.NET

Learn how to use Microsoft's visual Web developer to create exciting, interactive, and polished Web sites with ASP.NET. You will begin this hands-on course by adding powerful controls to your Web pages, giving visitors the ability to interact with your Web site. You will find out how to connect to a database, read the information stored inside, and display it exactly the way you want. You will find out how style sheets make it easy to give every page of your Web site the same clean, consistent, and professional look, and you will learn how to create master pages to ensure that each page you create uses a common set of controls. Using ASP.NET's powerful membership features, you will develop a true community-based Web site that allows users to register, log in, create and update profiles, and post messages to a forum. You will explore the issue of Web security, and you will discover some simple things you can do to protect your site and prevent the most common types of attacks.

Introduction to Microsoft Expression Web

Take your first steps toward developing an effective Internet presence by learning to create Web sites with Microsoft Expression Web. Learn how to design surprisingly professional Web sites with Expression Web's templates. Every serious Web designer has to learn to build pages from scratch eventually, so you will find out how to do that using CSS and HTML. Learn about building dynamic Web pages using databases and ASP.NET, and you will find out how to add external style sheets to your Web design toolbox and how to share your site with the world—and use it to earn a profit. Discover how to get listed on top search engines and how to use your site to sell products or advertising space.

Introduction to PC Troubleshooting

Are you ready to dive under the hood of your PC? Introduction to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and gives you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows PC.

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 as capable - and often as fast - as C, C++, and Java, but is easier to learn and does not require the sort of software development tools and environments required by those languages. Perl is also more

portable and supported on a greater variety of computers than many other computing languages. Perl programming skills are especially valuable for Web developers, software developers, and system administrators.

Introduction to PHP and MySQL

Learn how to create an interactive Web site that allows visitors to post and retrieve information provided by you or your site's visitors. See how to create dynamic Web pages using the PHP programming language and the MySQL database server. You will walk through the development of a complete content management system Web application, receive clear, step-by-step, instructions demonstrating how to create a complete Web site capable of dynamically displaying data from a MySQL database, discover how you can allow your site's visitors to add new information to an online database, search through posted data, and create meaningful printed reports. By the end of this course, you will have plenty of useful code templates that will help you create your very own dynamic, Web-based, content management system.

Introduction to Python 2.5 Programming

The Python programming language was developed with the idea that programmers should have a way to develop code that's easy to create and understand. Python offers unique functionality that makes the programmer's life easier. You will create basic programming structures like decisions and loops then move on to object-oriented techniques with classes and exceptions and learn how to use some unique Python data structures. By the end of the course, you will have the foundational knowledge to create short scripts, full programs, and graphical user interfaces.

Introduction to Ruby Programming

Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. See how to use Ruby on Rails to create a full-featured Web blog. Walk through the development of a complete Web blog application. See, step-by-step, how to create all of the software and database objects used in the application. The simplicity and user-friendliness of Ruby Programming make it ideal for beginning programmers. Ruby on Rails is a relatively new, but already very popular, player in the world of dynamic Web sites. At the end of this course, you will be able to use the techniques you've learned to build and customize your own dynamic Web application.

Introduction to Visual Basic 2005

Visual Basic is the most widely used programming language and development tool for creating Windows applications. The Visual Basic programming language is very easy to learn, and the Visual Basic 2005 development environment enables you to rapidly build Windows applications. In six short weeks, you'll learn how to write Windows applications using the Visual Basic programming language and the Visual Basic 2005 development environment. 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.

Intermediate Visual Basic 2005

Gain in-demand skills writing sophisticated Windows programs that access and modify business databases and implement Structured Query Language. This course will be ideal if you're a Visual Basic programmer and want to upgrade your programming skills or prepare yourself for a new and exciting line of work.

Introduction to Visual Basic 2008

Visual Basic is the most widely used tool for creating 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.

Intermediate Visual Basic 2008

Gain in-demand VB skills writing sophisticated Windows programs that implement Structured Query Language to access and modify business databases. This course is ideal if you're a Visual Basic programmer and want to upgrade your programming skills or prepare yourself for an exciting new line of work.

Introduction to Windows XP

Whether you're new to Windows or an experienced PC aficionado, there's a lot to learn in Windows XP. This course covers all the basic skills and concepts needed to use a computer. This course will teach you how to work with text, pictures, photos, sound, music, DVD, Interactive TV, and video; create shortcuts, customize the interface, take full advantage of the Internet, and even build your own local area network (LAN).

Introduction to Windows Vista

Windows Vista is a radical departure from the Windows of yesteryear. 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.

Intermediate Windows Vista

Go beyond the basics of Windows Vista and learn all the ins-and-outs of working with files and folders. In this course, you'll find out how to handle various media including CDs, DVDs, Flash drives, and external hard drives. In addition, you'll discover how to make backups, create shortcuts, install and remove files, and create your own music CDs and video DVDs. You'll understand how to install and remove programs, and you'll discover tips, tricks, and shortcuts for making your time at the computer easier and more efficient.

Teaching & Education

TEACHER ENRICHMENT

The Creative Classroom

Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!

Creating K-12 Learning Materials

Do you have an idea for an instructional aid? The instructor--a former K-12 teacher who is also the author and developer of over 50 products for the educational market, will help you develop instructional aids that align with standards important to your district. This exciting program will show you how to create and self-publish work books, lab manuals, booklets, activity kits, visual aids, manipulatives, and other powerful instructional aids. You will also learn how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.

Creating the Inclusive Classroom: Strategies for Success

Over the next six weeks, you will learn how to be the kind of super teacher who can guide every student toward academic success. And do you know what the best part is? You don't have to tear your hair out in order to adapt each lesson so that it makes sense for all your students! We will start our journey by talking about how students with special needs became a part of the mainstream. Then we will discuss the inclusive classroom as a home for these students, exploring how all our kids can benefit from an adaptive learning environment. We will examine how each child learns and what you can do to help him or her develop new strengths. You will gain a deeper understanding about building collaborative partnerships with the special educator and classroom aides. Over the course of 12 lessons, you will discover creative, low-budget strategies for turning your inclusive classroom into a nurturing, supportive learning environment that helps every student.

Differentiated Instruction in the Classroom

Over the next six weeks, we will talk about Differentiated Instruction strategies ranging from multiple intelligences to flexible grouping, cubing, WebQuests, I-Searches, tiering, anchoring activities, and interest centers. Every lesson is packed with real-world examples that will help you put these strategies to use in your own classroom. We will take a

look at integration across different subjects, grade levels, and learning profiles as you gain helpful tips on bringing DI to your classroom. This course is a must for today's teachers who often have to differentiate quickly, and with a minimum of resources. DI is an excellent launch pad for ramping up your creative classroom, and with the tips in these lessons; you will be reaching your diverse learners in no time flat.

Easy Classroom Podcasting

Have you ever felt like you just can't reach your students? They speak the language of technology while you speak the language of, well, teachers. But what if there was a bridge between the two? In this professional training course for teachers, you will learn how to make a podcast that creates a memorable learning experience for your students. You will find their interest reignited when you start using their favorite formats: audio, images, and video. You won't even need an iPod or a big budget to harness the power of podcasting in your classroom. Over the next six weeks, we will create three podcasts: one audio, one enhanced, and one video. As we make our masterpieces, we will talk about the four steps of podcast planning, the best free software to use, common pitfalls and problems, and smart ways to integrate this exciting medium into your everyday curriculum.

Empowering Students With Disabilities

No matter what grade you teach—from preschool through high school—you will learn powerful strategies you can put to work immediately in your classroom. In addition, you will gain the knowledge you need to understand and cope with the most common disabilities you will encounter. In each lesson, you will find dozens of tips for fostering the reading, writing, and math skills of students with special needs. In addition, you will master techniques for helping these learners behave appropriately and make friends in your classroom. You will also get the inside story on Individualized Education Programs (IEPs) and transition plans, and you will learn the most effective ways to collaborate with parents and professionals.

Enhancing Language Development in Childhood

Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

Teaching Smarter With SMART Boards

SMART Boards are revolutionizing today's classroom. Using these exciting interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. But having SMART Boards in the classroom and knowing how to use them to provide quality instruction are two different things! In this course, you'll explore the full range of SMART Board features and learn how to use SMART Notebook software to create attention-grabbing lessons blending text, video, and graphics. In addition, you'll go beyond the bells and whistles and learn the best ways to use SMART Board technology to deepen your content and make your lessons accessible to all learners. And finally, you'll get some simple trouble-shooting tips that will come in handy if your SMART board isn't acting as smart as it should.

Solving Classroom Discipline Problems I

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

Solving Classroom Discipline Problems II

In this professional development course, you will discover how to use a new research-based six-step approach to solve severe and chronic discipline problems, including bullying, fighting, using abusive language, stealing, and refusing to work. You will learn how to deal with the special problem of attention deficit disorder, find out how to use time-outs effectively, and see how class meetings can help solve class-wide discipline problems. We will cover numerous preventative strategies, including 12 actions you and your colleagues can take to prevent problems from occurring in the common areas of your school, and six practical strategies that can prevent student violence. You will gain a new understanding of what motivates severe and chronic misbehavior and, more important, what actions will

help you effectively find solutions. We will look at numerous real-life examples set in elementary, middle, and high school classrooms so you can see how to put the ideas into action in your own teaching situation.

Teaching Preschool: A Year of Inspiring Lessons

If you have been teaching preschoolers or are in the process of becoming a preschool teacher, you know what short attention spans preschoolers have. You have probably wondered how to structure your days to make the most of the way they learn. Crafting original and inspiring lesson plans may seem like a daunting task – this course, will get equip you with a solid lesson plan template and lots of interchangeable activities to choose from. You will learn over 100 circle-discussion, art, literacy, fine and large motor skill, science, and music activities that you can take into your classroom right away. You will have ample material for crafting memorable, balanced, and engaging lesson plans. This course is perfect for the experienced teacher as well as the new teacher.

Teaching Students With Autism: Strategies for Success

If you have ever had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair, you will appreciate the lessons ahead. We will discover the neurobiology behind these disorders and the way it affects students' behavior, learning, and thinking. Most important, you will learn creative, easy, low-budget strategies to help these kids succeed in the classroom and beyond. Develop the skills to counter these students' social awkwardness, sensory sensitivities, meltdowns, problems with homework completion, language reciprocity issues, and violent fixations. Even if you don't have a student with high-functioning autism or Asperger's Syndrome in your class this year, these strategies will equip you to deal with any student who exhibits these characteristics on a regular basis.

Teaching Students With Learning Disabilities

No matter what grade you teach—from preschool through high school—you will learn powerful strategies you can put to work immediately in your classroom. In addition, you will gain the knowledge you need to understand and cope with the most common disabilities you will encounter. In each lesson, you will find dozens of tips for fostering the reading, writing, and math skills of students with special needs. In addition, you will master techniques for helping these learners behave appropriately and make friends in your classroom. You will also get the inside story on Individualized Education Programs (IEPs) and transition plans, and you will learn the most effective ways to collaborate with parents and professionals.

THE ARTS

Drawing for the Absolute Beginner

You will gain a solid understanding of the many tools of the trade. You will become intimately familiar with paper types, drawing styles, rendering techniques and the basic principal of perspective, layout, design, lighting, volume, and space. You will even discover how best to get in touch with your right brain.

Music Made Easy

Gain a complete understanding of rhythm, melody, and harmony, and you will be able to recognize pitches on the musical staff and on the keyboard. Each lesson builds on previous lessons, while also introducing new musical concepts. Begin with an introduction to rhythm and the various aspects of rhythm; including beat, meter, note, and rest values. Learn about the role of melody in music, and gain proficiency in identifying pitches by octave, building major scales, and understanding the role of keys in creating melodies. Explore the keyboard in full detail, major scale and the signatures of major keys. And you will understand the many significant contributions early music theorists made to our understanding of music. Learn to build intervals, major scales, and chords. Upon completion, you will be able to read, write, and even play simple musical pieces on a keyboard.

Pleasures of Poetry

Learn the formal elements of the craft, become aware of how particular forms work, and explore many avenues for possible poetry topics. You will create at least one poem with formal elements while receiving constructive and nurturing instruction and commentary. If you are serious about becoming a published poet, you will also learn how to prepare a manuscript for publication and where to send it for the best possible results.

ESL for TEACHERS and STUDENTS

An Introduction to Teaching ESL/EFL

English language teachers enjoy a wide range of opportunities and face a daunting set of challenges. You teach more than a subject—you're teaching skills that will open up the entire world to your students! This course will show you innovative ways of teaching vocabulary and grammar, listening and speaking, and reading and writing. But more than that, it will give you a deeper understanding of who your students are and who you are as a teacher. So join us on this journey of becoming a more reflective and effective English language teacher!

Easy English 1

Description: In this course, students will learn the basic English skills they need for real-life activities including shopping, job-hunting, and handling medical emergencies. Interactive games, audio conversations, and videos will help beginners build grammar and vocabulary skills step-by-step.

Easy English 2

Description: Fun games and hands-on activities will help students learn the intermediate English skills they need to succeed at school, at work, and in the community. Audio and video conversations will also help students hone their pronunciation skills.

Grammar for ESL

If English is your second language and you're headed for college, you will find this class to be very valuable. This course will provide you with an in-depth analysis of English grammar and structure so that you will be more prepared to succeed in any class taught in English.

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! You will discover ways to teach ESL that create a meaningful and positive learning environment and what motivates them and how you can tailor your ESL teaching methods to their needs. We will look at the key role that planning plays, because when your students know what to expect, they will respond positively—and you will teach with more confidence. Gather a wealth of principles for how to choose truly effective activities for such skills as listening, speaking, reading, writing, grammar, and pronunciation. Pick up practical ways to incorporate both traditional and alternative forms of assessment. Students who successfully complete this course will receive a TESOL Certificate of Completion.

Teaching Adult Learners

Are you excited about reaching and teaching adult learners? Then this course will help you'll discover ways to motivate adult students by tapping into their learning styles, interests, and needs. You'll learn dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effortlessly. We'll talk about planning your course, creating a welcoming classroom setting, and using educational aids and technology. We'll also discuss classroom discipline, creating tests, and look at tools you can use to measure your students' performance.

Teaching ESL/EFL Grammar

Do you feel confident enough in English grammar to teach grammar to ESL/EFL students? In this course, you'll learn about the importance of teaching grammar to EFL and ESL students and develop a greater appreciation for the rules of grammar. Discover new engaging and challenging teaching methods

Teaching ESL/EFL Reading

Did you realize that reading is one of the most important skills you can teach? It's truly at the core of the other language skills—listening, speaking, writing, and grammar. In this course, you'll learn how to show your students the value of reading and really motivate them to become strong readers. You'll also get to explore the ins and outs of intensive reading, extensive reading, reading comprehension, reading rate, and much more. The skill of reading not only gives your students what they need to be successful learners, but it also makes them more self-confident and eager to learn their whole life long.

Teaching ESL/EFL Vocabulary

Do you know what the different types of vocabulary are and which ones your students most need to learn when you're teaching ESL? In this course, you'll discover how to determine what kinds of vocabulary to have your students focus on and how to help them learn it in the most effective ways. Teaching vocabulary across the four strands of meaning-focused input (listening and reading), meaning-focused output (speaking and writing), deliberate learning strategies, and fluency development is essential. You'll also explore how you can work with vocabulary in content-based instruction and see how to monitor your students' learning.

Writing for ESL

Would you like to learn how to write more effectively? Many ESL learners have excellent training and skills in their native languages but find their academic or career progress slowed by the challenges of writing in English. This course will take you through each step of the writing process, showing you how to generate, focus, and develop your ideas. A thorough grammar review will also help you refine and perfect your writing. By the end of this course, you will be able to produce writing that is clear, logical, cohesive, and free of grammatical and punctuation errors.

LANGUAGES

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than a click of your mouse! You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations.

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. Guided by your native Japanese instructor, you'll learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You'll come away with cultural knowledge only an insider has. By the end of this course, you'll not only have basic conversational skills that will enable you to travel around the country easily, but you'll have discovered the heart of Japan!

Instant Italian

This dynamic course makes learning Italian fun and surprisingly easy. You'll learn how to ask directions, book a room, order a meal, and much more—in Italian! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and it promises to enrich your experiences while traveling in Italy. *Benissimo!*

Spanish for Medical Professionals

Are you struggling to communicate with your Spanish-speaking patients? Whether you're new to the Spanish language or just want a refresher, this course will give you the basic tools you need to bridge the communication gap. And forget about boring grammar charts! Instead, entertaining games and stories will make it easy to learn medical Spanish as you gain awareness about Latin American culture. You'll start with simple words for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you'll discover how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. You'll also learn how to talk about body parts, diets, and medical care and treatment.

Spanish for Law Enforcement

With more and more Spanish-speaking people living in the United States every year, learning the Spanish language is becoming ever more important—especially in the field of law enforcement, where clear and quick communication is crucial. Whether you're new to the Spanish language or just want a refresher, this online Spanish

course will give you the basic tools you need for everything from making casual conversation to handling life-or-death situations. Better yet, you'll focus specifically on Spanish for law enforcement officers, skipping the "touristy" phrases you don't need to know. You'll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you'll learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and other common law enforcement situations. Entertaining games and stories will help you gain awareness about Latin American culture as you build a strong foundation in basic Spanish that will benefit you for years to come.

Spanish in the Classroom

Learn the essential Spanish for teachers so you can bridge the communication gap with your Spanish-speaking students and parents! This course won't be your typical high school Spanish course. Gone are long vocabulary lists and complex grammar rules and replaced them with games and stories. In addition to basic greetings and general Spanish vocabulary, you'll master words and phrases that directly relate to the classroom, such as classroom objects, front-office receptions, action verbs and commands, study skills, registration, course names, school rules and discipline, and parent-teacher conference vocabulary. By the end of this course, you'll be well on your way to being a Spanish speaker and communicating effectively with the Spanish-speakers all around you.

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

Gain comfort in Spanish-speaking situations by learning even more clever new recipes you can put to immediate use. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. When you've completed both this course and its predecessor, you'll be well on your way to fluency.

Speed Spanish III

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

Enhancing Language Development in Childhood

Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

MATHEMATICS

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. This unique and thought-provoking course integrates algebra with many other areas of study, including history, biology, geography, business, government, and more. As a result, you will acquire a wide variety of basic skills that will help you find solutions to almost any problem.

Math Refresher

Ever find math baffling? This course can help you gain confidence in your basic math skills so you can start using math to your advantage. You won't find any theory or memorization here. Each of your lessons will be filled with practical exercises and information that you can put to immediate use. You'll get valuable hands-on experience and advice on using a calculator; determining the proper amount to pay in tips, discounts, and taxes; managing your income and expenses; checking your bills and bank statements for errors and overcharges; comparing investment vehicles; shopping for the best loans; buying a home; determining the right amount of paint, carpet, or tile for your next home improvement project; converting from one type of currency to another; calculating the chances that something will happen; interpreting a graph; comparing test results; understanding a statistical survey; and more.

Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you will get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. 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. They won't have to memorize 20 different techniques and know when to use which anymore. Instead, they will learn how to read the problem, determine its variables, draw a unit bar (the visual model), adjust that bar, and place the question mark to indicate what they are solving for, do the computation, and write a complete sentence at the end.

Singapore math: Number Sense and Computational Strategies

Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and be able to have the same kind of meaningful math lessons. In this teacher training course, learn over two dozen strategies to make math click for your students. We will talk about how number sense and place value instruction are the basis for all Singapore Math. From there, we will learn a variety of computational strategies to make addition, subtraction, multiplication, and division a cinch.

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections in to your classroom. Over the next six weeks, you will learn the best ways to walk students through the complexities of elementary school math. From teaching them the best way to learn complicated vocabulary to turning them into problem-solving detectives, you will discover lots of fun and practical ways to extend your students' learning into their homes, the community, and the world. Whether you end up using clever geometry manipulatives or handmade fraction bars, math journals or Family Math nights, you will soak up dozens of strategies that require little or no money if you supply a lot of imagination. If you have been waiting to jumpstart your math instruction, now is the time to double your teaching power without adding a lot of work.

READING & WRITING

Guided Reading: Strategies for the Differentiated Classroom

Now more than ever, today's teachers are grappling with the question of how to reach struggling readers. While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literary framework that gets results with even the most challenged learners.

Guided Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. Find out how to harness the power of the total literacy framework. The road to literacy is also the road to ingenuity, invention, and imagination, and you'll soon learn how to take your students from groans to grins with creative lesson plans that really work!

Merrill Ream Speed Reading

Are you struggling to keep up with a flood of email, articles, reports, books, and other printed matter? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you will need for lasting proficiency as a speed reader.

Ready, Set, Read!

Learn what the newest research says about how children really learn to read and write and become a powerful guide to literacy development when you work with young children. 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.

Response to Intervention: Reading Strategies That Work

Wouldn't it be wonderful if we could be proactive in helping our struggling readers? Well, we can! In this six-week course, you'll learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. RTI gives us a strategic plan to bring tiered interventions to our students, at their reading level and with their unique challenges in mind. Helping them with phonics, fluency, vocabulary mastery, comprehension, and writing, these intervention strategies tackle the toughest literacy problems with flexibility and creativity.

Teaching Writing: Grades 4-6

In this teacher-training course, you will learn from an experienced educator how to motivate and assist developing writers. We will begin with an overview of the writing basics, focusing on the importance of the task, audience, and purpose. Then we will delve into how to organize your materials to create an inviting writing environment. We will discuss each step of teaching writing and the strategies you can use with your students. You will also work on strengthening your students' writing using technology. Along the way, you will develop engaging lessons for literary response, narrative writing, expository writing, and persuasive writing. We will look at the characteristics of each type of writing, and you will get practical suggestions for teaching them to your class. Two writing approaches we will cover, 6+1 Trait Writing and Writer's Workshop, will enable you to put everything you learn in this course into a workable format. You will also discover the secrets of effective writing assessment as you learn about evaluation tools like portfolios and rubrics.

Writing Essentials

Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you will develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Whether you are hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice for students who speak English as a second language. You will gain confidence right away as you practice free writing and discover how to create solid drafts. You will improve your writing skills by learning to select strong and persuasive words, spell correctly, and choose the right punctuation. Then you will find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically. And finally, you will explore ways to make the most of e-mails and other forms of electronic communication.

SCIENCE

Teaching Science: Grades 4-6

Learn about the nature and history of science as well as how to help students in this age group grasp the scientific method. You will receive lots of worksheets and specific examples of some great experiments you can use in your own classroom. We will cover principles of direct instruction and many different learning and organizational tools that will benefit your students. There are lessons on the scientific method, writing a research paper, and producing a science fair. We will also cover foundational content in both physical science and life science. You will learn how to use a study of the earth's atmosphere to teach students how to make and interpret a variety of graphs—an important skill for standardized testing. You will also learn about some of the best Web sites available to science teachers. And we will all benefit from the Discussion Area where you can share your experiences and profit from the experiences of your fellow teachers.

Human Anatomy and Physiology I

This course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We will place an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. We will also cover cell anatomy and physiology because all life processes are ultimately carried out at the cellular level. You will also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next. After we have established this foundation, we will survey the anatomy and physiology of each of our 11 organ systems.

Human Anatomy and Physiology II

In this course, we will cover some more advanced topics that we didn't have time for in Human Anatomy and

Physiology I. We will start with basic histology—the study of the different tissues in the body. You will learn about the structure and function of epithelial, connective, nervous, and muscular tissue. You will come to understand the different sub-types of these tissues, where they're located, and the special jobs they perform. From there, we will move on to a discussion of the different senses. We will also delve into the important topic of cellular metabolism—the chemical reactions that occur in cells. Then we will focus on the human life span.

TECHNOLOGY IN THE CLASSROOM

Guiding Kids on the Internet

Work the Web with your kids! This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instructions will lead you in discovering various kid-friendly Internet features. These include web page creation with easy-to-use templates and examples, kid-safe searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. This course includes lessons for you, the adult, but also features printable instruction sheets that can be used directly with the young people you work with. The activities are informative, interactive, and fun; and, most importantly, will help you and your kids use the Internet to its fullest potential.

Integrating Technology in the Classroom

In this professional development course for teachers, you will learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You will discover simple ways to integrate technology to enhance your subject material and meet your course goals. We will explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. We will also unleash the power of Web resources, Word, Excel, and PowerPoint. You will learn how to design your presentation station, identify kid-friendly Internet search tools, teach keyboarding and word processing, and develop standards-based, integrated lesson plans in reading, writing, science, math, social studies, music, and art. We will delve into ways to reach special needs, GATE, and bilingual learners. Finally, we will look at computer ethics and the future of technology in the classroom.

Creating a Classroom Web Site

Learn how to create a classroom Web site in this fun, easy-to-understand course for teachers. In no time, you will build a site with text, images, animations, tables, links, and more. Then you will create a WebQuest and a blog to add to your site. You will also learn how students can use site builders to create their own Web sites in minutes. As we move along, you will be amazed by how simple creating a classroom Web site can be and all the ways in which having one can make you a more effective and dynamic teacher. By the end of this course, you will have your own published classroom Web site, and you will feel energized by your great new teaching tool!

The Classroom Computer

In this course, your instructor will work with you to assess your knowledge of computer use and to help you set goals for yourself so that you achieve the highest level of personal benefit from this course. Simple classroom management ideas will help you maximize your classroom time for learning. You will also discover powerful ideas and interesting web sites that you can immediately use to enhance your language arts, math, science, and social studies curriculum. You will discover pointers on using email and the Internet effectively to increase your students' understanding and learning in all content areas.

Microsoft Excel 2003 in the Classroom

Microsoft Excel 2007 in the Classroom

Learn the basics of Microsoft Excel 2003 while exploring ways both you and your students can benefit from this powerful program. You'll learn Excel terminology, how to use the toolbars; how to sort data; how to insert formulas for addition, subtraction, multiplication, and division, how to create colorful charts and graphs; and much more! Throughout the course, you'll explore standards-based lesson plans and activities that will allow you to pass your Excel knowledge on to your students, no matter what their grade level. By the end of this course, you'll have a solid understanding of the basic functions of Excel, and a wealth of ideas for integrating Excel technology into lesson plans across your curriculum.

Microsoft PowerPoint 2003 in the Classroom**Microsoft PowerPoint 2007 in the Classroom**

If you're an educator, this course will help you discover the exciting possibilities of using PowerPoint for--and with--your students. You'll master a variety of uses for PowerPoint in the classroom, and you'll be able to create compelling lessons and presentations filled with text, graphics, sound, and video. You'll be able to use PowerPoint templates or create your own dynamic presentations that will increase interest in any subject you teach.

Microsoft Word 2003 in the Classroom**Microsoft Word 2007 in the Classroom**

Mastering Microsoft Word can make you a more productive and creative teacher. Throughout this course, you'll learn to create, open, edit, and save documents, as well as create tabs and margins, change alignment and line spacing, add clip art and tables, and complete a host of other exciting tasks. As you get more familiar with this program, you'll likely find that it enhances your teaching in ways you didn't think possible. Join us on this exciting journey into Microsoft Word.

Using the Internet in the Classroom

Harness the power of the Internet to make your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of e-mail and discussion boards. Learn how to safeguard your students and their personal information while they are using the Internet. The Internet can make teaching easier--this course will show you how.

TEST PREP**GED Preparation (US)**

Technological advances in the workplace have made a high school diploma essential for almost all workers. If you want to obtain employment or advance in your career, you will need to demonstrate to your employer that you have at least a high school education. If you never finished high school, the GED exam will serve as proof that you have acquired the equivalent of a high school education on your own. If you are comfortable reading newspapers and you can add, subtract, multiply, and divide without a calculator, you are halfway there! This course will help you develop the additional reading and thinking skills you will need to succeed in all five GED test areas: Writing Skills, Social Studies, Science, Literature, and Math. After completion of this course, you should be well-equipped to take--and pass--the GED!

Prepare for the GED Language Arts, Writing Test

This in-depth course will give you the skills and knowledge you need to successfully prepare for the GED Language Arts, Writing test. Learn the basics of usage and mechanics so you can edit the passages on the multiple-choice part of the exam. Then, you'll learn a step-by-step approach to writing that will give you the confidence you need to write a winning GED essay!

Prepare for the GED Math Test

Master the skills required to successfully pass Test 5 in the GED test series. Give yourself the strong foundation you'll need to solve the types of math problems commonly found on the test. Gain comfort with your math skills, and be able to recognize how, when, and why to apply each math concept you learn.

GMAT Preparation (US)

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You will review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

GRE Preparation - Part 1 (Verbal and Analytical) (US)

This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper based and computer administrations of the test.

GRE Preparation - Part 2 (Quantitative) (US)

This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time saving techniques for both the paper-based and computer administrations of the test.

LSAT Preparation - Part 1 (US)

Taking both part 1 and part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. We recommend that you practice on actual LSAT exams, which can be purchased from *Law School Admission Council* at www.lsac.org. You will also learn proven test-taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques. You will also participate in an intensive review of analytical reasoning questions including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample.

LSAT Preparation - Part 2 (US)

Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. We recommend that you practice on actual LSAT exams, which can be purchased from Law School Admission Council at www.lsac.org. You will also learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of prelaw students around the world. LSAT Preparation - Part 2 provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

Praxis I Preparation

Are you a prospective teacher who needs to pass the Praxis I Exam? Have you already attempted the Praxis I and not been successful? Then this course is for you! You will develop all the skills you need for the test as we review and prepare for everything it includes. Get familiar with the different types of questions that appear on the Reading and Writing tests. Master the many areas of math that you will be tested on. Prepare for the essay as we discuss what constitutes a high scoring one and go through the process of writing an essay in timed format. Learn useful test-taking strategies and get plenty of practice questions that are similar to what you will find on the exam. You will also have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, and graphics and animation, this course will not only prepare you for the Praxis I, but do so in a way that's fun and interesting. After completing this course, you will be totally ready to pass the Praxis I Exam!

SAT/ACT Preparation - Part 1

So, you've decided to go to college and need to take the entrance exams! This course will prepare you to take the verbal question types on both the ACT and the SAT. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. You'll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety.

SAT/ACT Preparation - Part 2

You've decided you're going to college. Now you have to sit through the entrance exams! This course will prepare you to fly through the math questions on both the ACT and the SAT. You'll refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. We'll review arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. We'll practice techniques and approaches using similar exam questions and fully explain and interpret the correct and incorrect

answers. Taking both courses in this two-part series will prepare you for question types on each test using test-taking techniques pioneered by Scott Hatch in 1980 and taught to thousands of college-bound students around the world.

Family & Parenting

CHILDREN, PARENTS AND FAMILY

Assisting Aging Parents (US)

This compassionate and comprehensive class will give you the tools, techniques, and insights to help parents or other loved ones through their transition. Learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. Learn about financial and legal considerations, health issues, and family interpersonal relationships, be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. And finally, learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

Genealogy Basics (US)

Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites, which you can access while you are enrolled in the class. Along the way, you will learn through hands-on examples that help you dig deeper into your family's past. You will develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You will discover, in simple terms, where to look, who to contact, and how to make your family history come alive.

Going Green at Home

Step into a green lifestyle! In this course, you will learn how to reduce your carbon footprint by making simple changes that benefit the environment and your own health. And that's not all—you will learn how to save money, too. You will get smart tips for buying eco-safe and energy-efficient products on a budget and you will discover creative ways to reuse items you once tossed out. In the process, you will discover that making your home green can be both fun and cost-effective. Because good nutrition is important to a green lifestyle, you will find lots of ideas for healthy eating and cooking. In addition, you will get great tips for environmentally-friendly decorating and cleaning. If you are looking for practical "going green" ideas for your home, this course will cover all the bases. By the time you are done, you will know how to make your living space eco-friendly from top to bottom!

Homeschool with Success

This is a comprehensive introductory course for the parent who is thinking about or has decided to homeschool. To ensure you are well prepared to meet your children's needs, we will discuss learning styles and how they affect homeschooling. We will talk about children that need extra attention, both special needs and gifted, and a variety of types of homeschooling so you can choose the one that best fits your family's lifestyle. See how homeschooling gives you the opportunity to socialize your children as well as build long-lasting and productive relationships with peers and adults. Explore how homeschool support groups can be a source of friends, emotional support, and lots of fun activities with like-minded families. Find out how homeschooling gives you unique opportunities to teach valuable life skills. Be sure your children master subjects that don't make it into most textbooks. We will also talk about full-time homeschooling for travelers and how it can fit into their adventurous lives.

Luscious, Low-Fat, Lightning-Quick Meals

Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! Discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. Learn dietitian tricks for encouraging picky eaters to eat more healthfully. You will have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that's covered in the lessons.

Understanding Adolescents

An experienced social worker will help you gain a deep understanding and appreciation of your adolescent's development and behavior. Uncover the secrets of the adolescent mind and gain valuable information on how they think, and feel, and how their identities develop. Learn about the many physical, emotional, and cognitive changes that affect the teens in your life, and you will understand the significance of these changes both for you and the adolescent. You will look into relationships both in and outside of the home and the development of a teen's identity. You will explore personality, moral development and the role of faith. Gain an understanding as to how teens are affected by stress, including common defense mechanisms, coping techniques, and common mental health issues. Upon completion be very well-prepared to understand, appreciate, and meet the needs of your teens.

Personal Development & Enrichment

CREATIVE WRITING

A Writer's Guide to Descriptive Settings

Learn to tap into the world you know in order to establish a realistic sense of place in your writing. You will develop your eye for detail, and you will find out how to collect the information you will need to infuse your works with believable characters, memorable settings, and detailed descriptions. This hands-on course is filled with a variety of valuable exercises that will help you hone your skills of observation, interviewing, collecting oral histories, remembering details and descriptions, reproducing dialogue and diction, using figurative language, developing realistic characters, and more.

Advanced Fiction Writing

Explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published. Each lesson includes an assignment that will help you develop or polish your manuscript. In the Discussion Area, you will have an opportunity to share your work with classmates to obtain their feedback.

Beginning Writer's Workshop

This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you will develop your own short, creative fiction or nonfiction piece. Our emphasis in this course is on developing your skills through practice, so you will spend more time writing than reading. You will master important concepts by completing enjoyable writing exercises and assignments, and you will discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories.

Breaking Into Sitcom Writing

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business. In this six-week online course, you will discover the artistic and technical considerations that go into making a great sitcom script. You will master the art of creating concise, sparkling dialogue and telling your story completely through jokes. You will get easy-to-follow instructions for using sitcom characters to their fullest, creating powerful storylines, and selling your ideas to existing shows. You will pick up tricks of the trade and learn to avoid mistakes that mark you as an amateur. And you will come to understand what happens to your script once you sell it, what happens in a sitcom writers' room, and what happens during the rewrite and punch-up process.

Forensic Science for Writers

Explore how investigators analyze physical evidence, including blood, DNA, fingerprints, hair, documents, ammunition, and corpses. From the code-breaking tricks of the cyber-sleuth to the traditional procedures of the autopsy room, we will look at the strengths and weaknesses of forensic technology. We will cover common misconceptions about forensic analysis found in films and novels, errors that you will want to avoid in your own

writing. This course will also introduce you to the major players of a criminal investigation--the first responder, the lead investigator, and the crime scene experts--just the sort of people who make great characters. You will meet forensic pioneers who can provide role models for fictional investigators. And you will explore historical highlights of forensic crime detection, which will prove helpful when you write about historical periods other than our own.

Introduction to Journaling

If you have ever wanted to try journaling, this course will provide answers to your every question. You will discover the different types of journaling (including dream journaling), and sample a buffet of journaling techniques, exercises, tools, and resources. We will cover everything you need to know about journaling, including a seven-step process that will ease you into writing a journal, even if you have never journaled before. You will get detailed instructions on developing, decorating, and customizing your journal, and you will learn exciting new ways to express yourself and develop your creativity.

Mystery Writing

Mystery Writing begins by introducing the four story types and then explains how they relate to mysteries. It then reveals the three-act story structure, which is any story's key to success. Next, it shows you how to propel the action forward to a climax, followed by a catharsis in which your readers feel the release of tension that accompanies a great finish. The difference between story and plot is one of the most important distinctions in fiction writing--and one that many professional authors don't fully understand. But you will have mastered it by the end of this course. You will also get a chance to experiment with viewpoints and see which one works best for your mystery. And you will write a complete scene from your story and learn the internal structure that makes every scene feel right. Finally, you will delve into the special techniques that apply to mysteries, including crime scene description, MacGuffins, and the use of red herrings to misdirect your readers and create suspense.

Research Methods for Writers

Instruction in the best methods for researching any writing project: fiction, nonfiction, and business, even term papers and dissertations. You will take a virtual guided tour of the library and how to maximize its precious resources, and you will discover how to access public records, conduct successful Internet searches, and explore other similar treasure troves of information. Personal interviews, public reports, surveys and polls, and historical research are introduced and dissected. A special lesson on Guerilla Research reveals secrets for the undercover researcher. As a plus, detailed instructions are offered for getting organized before embarking on research and getting the most out of information once it's gathered. This course will give you the tools you will need to successfully gather and incorporate all the information any polished and professional writing project requires.

Romance Writing Secrets

Learn the secrets of writing romance novels that get publishers excited. Facilitated by a bestselling, multi-published romance author, this course will guide you on your road to writing your first romance and getting it published. This course starts with the fundamentals of organizing your book, beginning with the overarching theme, and moves on to the basic elements of good storytelling—character development, structuring your plot, internal and external conflict, and point of view. The class then proceeds to the specifics of romance—the importance of writing emotions, love scenes, witty banter, and romantic imagery and concludes with hints and tips on getting published within the romance market. Students will be exposed to real-life examples from popular romance novels and from the instructor's 12 years of experience as a published author of 39 romance novels.

The Craft of Magazine Writing

Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It's fun, it's easy, and a great source of extra income. If you are a determined new writer, or if you haven't written for magazines in years, this class will jump start your career. You will learn plenty of powerful brainstorming techniques designed to practically write every article for you.

The Keys to Effective Editing (US)

Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this copyediting course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Already an editor? – brush up on your skills, and learn about recent advances in your chosen profession. Already a writer? – learn essential self-editing tools to give your manuscripts the professional look that publishers like to see. From the language of editing to grammar, punctuation, and syntax to the all-important relationships between editor, author, and publisher, every facet of editing will be explored in this copyeditor course. Online editing is gaining popularity; its complexities will be unraveled and its advantages and pitfalls explored. Tips and resources for finding work will be addressed at length. Upon completion, you will feel confident enough to tackle even the most complex of manuscripts.

Travel Writing

In this course you will learn how to develop the skills of a travel writer. You will learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You will understand the writing styles and methods needed to sell material in today's competitive market (including the how-to's of technical aspects of lead paragraphs, descriptive passages and the uses of interviews, quotes and facts). By the end of the course, you will have the ability to write for the travel market. So pack your sense adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and a yen to travel, you are a perfect candidate to become a travel writer. Let's get going. Topics include popular styles and types of travel writing that are the friendliest to new writers. Other topics of the workshop include how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information.

Write and Publish your Nonfiction Book

Whether you dream of becoming a full-time author, writing books to advance your career, or penning your memoir or family history, this fun and information-packed course will teach you how to plan, research, write, edit, and publish your masterpiece. We will start with planning and strategy. You will find out how to choose a topic and size up the competition—developing a perfect, one-of-a-kind book concept that will stand out to agents and editors. Then you will learn how to immerse yourself in your subject and get the information you need from research, interviews, and observation techniques. Next, we will get into the heart of writing and editing. You will see how to choose a writing style, structure, and slant that will appeal to your unique audience and keep readers hooked. You will also get great ideas for editing your work and soliciting feedback from readers. You will get invaluable strategies for setting a writing schedule, banishing writer's block, and actually finishing your book! Delve into traditional and nontraditional publishing, to determine the right path for you and your book.

Write Fiction Like a Pro

What's the single biggest difference between professional authors and novices? Professionals know how to structure novels and stories for maximum dramatic effect. This course helps you develop the same story structuring skills the pros use. You will understand how your passion, theme, premise, and characters help you create the structure of your story, and you will discover how viewpoint, dialogue, pacing, and many other techniques are used to build scenes and move your story from beginning to end. Each assignment in this course helps you develop your own original novel or story. As you apply each technique, your story will take shape, with a clear path from beginning to end. And whenever you have questions or insights to share, you can join your instructor and classmates in the Discussion Area for some interactive brainstorming!

Write Your Life Story

Want to write your story so as to share life-altering events or your family heritage? Learn to tell your story and you may even find a lucrative market for your story, just like the authors of the bestselling *Rocket Boys* and *Angela's Ashes*. This course walks you step-by-step through the process of writing your life story.

Writeriffic 2: Advanced Creativity Training for Writers

In this highly interactive course, you will master the insider methods of writing for personal satisfaction or for publication. You will increase your creativity, beat writer's block, manage time, and know how to pitch ideas to publishers, agents, and editors. You will learn about the business side of writing, including contracts, releases, deductions, and invoices. You will investigate the genres that will launch your career or increase your satisfaction with your own advanced writing. Through comprehensive and progressively challenging writing assignments and

innovative ways to explore creativity, you will increase your self-confidence, overcome obstacles, and understand what it takes to be a writer.

Writeriffic: Creativity Training for Writers

In this high-energy class you will learn lots of tricks from the published writer's toolbox. Whether you are at work now or hoping to write a novel, a nonfiction book, a memoir, short stories or articles, Writeriffic liberates the imaginative, inventive bolts of genius that are inside everyone. If you've ever dreamed of hearing your writer's voice and writing what's in your heart and head, this class will make it happen.

Writing for Children

Join a published children's author and discover how you can touch the hearts of children by creating books for them. Beginning writers – this course will help you transform a book idea into a finished product that is ready to place into the hands of potential publisher. Successful writer – this course will help you explore new opportunities and markets for your work. Highly interactive and hands-on, this course will guide you in taking pen to paper and begin working on your very first fiction or nonfiction manuscript. You will explore the changing world of children's literature and understand the various formats—from baby's first books to novels for young adults. Get insights from guest authors and editors to gain a better understanding of the needs of today's market. Research the genre and recognize the niche players the will allow you to open doors of opportunity for your writing.

HEALTH AND WELLNESS

Introduction to Natural Health and Healing

In this course, you will start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We will also explore naturopathy, which seeks ways for the body to heal itself. You will find out about proper breathing techniques that enhance health, and you will learn the value of hydrotherapy, diet, biorhythms, and fasting. We will also examine using the power of the mind for healing the body—discussing brain function tests, visualization, and relaxation therapies. You will see the great power of belief. Then we will delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you will be able to develop menus that improve health. We will also look at herbal healing, aromatherapy, body therapies; massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more.

Lose Weight and Keep It Off

In this comprehensive course, you will discover how to establish a healthy approach to weight loss and weight maintenance. You will master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. Naturally, we will begin with a discussion of the role of food in weight loss and weight maintenance. But we will talk about far more than calories. From understanding food composition, portion sizes, and preparation methods, to meal composition and meal timing, you will learn food basics—and beyond! We will also discuss how to find exercise and activity that's enjoyable *and* helps you meet your weight-loss and weight-maintenance goals. We will determine the role of hydration in weight loss and explore how to overcome obstacles to good hydration. You will see how your thoughts affect your weight and evaluate the role of body image, emotional eating, and more in your own life. We will also probe the effects of stress on the body relative to weight and how to apply stress management techniques for weight loss and weight maintenance.

JOB SEARCH

Explore a Career as a Paralegal

Does working in a law office sound exciting? Would you like to do legal research, help with trial preparation, and be the “right hand” of a busy attorney? If so, consider a paralegal career! In this course, you'll get an excellent grounding in legal terminology, contract law, and the tort system. You'll learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. In addition, you'll get tips on internships and job-hunting. By the time you're done, you'll know if becoming a paralegal is the right career choice for you—and you'll have the knowledge you need to land an entry-level job or train for a more advanced position.

Get Paid to Travel

The course covers the how-to for part-time and full-time careers in the travel industry. You will learn everything you need to be successful and how to acquire a position as a professional tour director, tour guide, and cruise host. This includes procedures for international and domestic airports, hotel and motor coach procedures, attractions, tour briefings, narration, and documentation. Other topics include how to deal with tour members, tour safety, and how to handle emergencies effectively. In addition, you will learn about career opportunities and how to gain experience and employers for local, domestic, and international travel careers.

Help for the Helpdesk

Learn how to handle any customer issue quickly and effectively. You will start by mastering simple tricks for dealing with all types of customers—from those angry and abusive callers to the nice-but-clueless folks. After that, you will explore the uses of helpdesk software and find out how to track issues efficiently and build a database of solutions. Next, you will take your helpdesk support skills to a higher level by discovering how to resolve the trickiest issues through smart detective work. You will learn how to spot vital clues that pinpoint the source of a problem, and how to use a variety of resources to find solutions. In addition, you will get tips on building a network of colleagues who can come to the rescue when hard-to-solve problems arise. And finally, you will learn when it's the right time to refer an issue to your helpdesk management team.

Individual Excellence

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics such as goal setting, time management, and personal organization. Improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life.

Interpersonal Communication

This course will show you how to manage the conscious and unconscious codes of meaning we send to each other and to respond with appropriate codes in turn. This course explains and explores concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences. Examples, graphics, and theoretical models help clarify communication topics and simplify the process for effective communication in family, personal, and professional situations. Communicating is necessary. Knowing how to do it well is personally satisfying and professionally wise.

Making Age an Asset in Your Job Search

This course, based on research and programs developed by AARP, is a guide for people over 50 looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. We will begin by taking a realistic look at today's job market to help you identify where your skills and experience will fit. Then you will focus on yourself—assessing your skills and interests to see how you could use them most effectively as you zero in on job opportunities. You will use the AARP Foundation's exciting new interest and skills-assessment *WorkSearch* tool to guide your self-assessment and highlight your best job matches. Then we will switch gears and start working on your résumés—the critical tool that gets you in the door for an interview. We will cover all the ins and outs of interviewing, including what questions to expect and what questions you should ask. By the end of the course, you will know how your work and life skills can meet the needs of employers who are hiring today.

Resume Writing Workshop

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course includes the use of online resumes and Internet Resume Secrets. This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

Twelve Steps to a Successful Job Search

Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You will then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

Wow, What a Great Event!

Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. This course reveals proven tips, tools, techniques, and procedures used by experts and master event planners to help you avoid embarrassing and costly planning errors or production mistakes. You will discover how to select the right suppliers for food, decorations, entertainment, and you will learn how to effectively employ them within your own budgetary constraints. You will get easy access to event industry information compiled by and for professional event planners. We will even point you in the right direction to meet other event and meeting planners and to join a professional association or industry group.

PERSONAL DEVELOPMENT

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!

Get Funny!

If you are interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going. Your instructor, an experienced comedy writer and working actress, will guide you through a wide range of comedic sources. You will learn how to write a one-liner, use physical humor, target your audience, and find the humor in everyday events and much, much more. Once you have learned some of the methods of creating humor, you will be ready to apply it to all aspects of your life. Punch up speeches and presentations so that the audience is instantly on your side. Mix laughter with learning in the classroom, and watch your students' attention spans grow. Add some humor to your web page and watch the hits explode as word gets out. Use your newfound sense of humor to entertain your friends, meet interesting people, and even make new friends!

Going Green at Home

Step into a green lifestyle! In this course, you will learn how to reduce your carbon footprint by making simple changes that benefit the environment and your own health. And that's not all—you will learn how to save money, too. You will get smart tips for buying eco-safe and energy-efficient products on a budget and you will discover creative ways to reuse items you once tossed out. In the process, you will discover that making your home green can be both fun and cost-effective. Because good nutrition is important to a green lifestyle, you will find lots of ideas for healthy eating and cooking. In addition, you will get great tips for environmentally-friendly decorating and cleaning. If you are looking for practical "going green" ideas for your home, this course will cover all the bases. By the time you are done, you will know how to make your living space eco-friendly from top to bottom!

Going Green at the Workplace

Learn how to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. In this course, you will discover how to save energy, save money, and reduce your carbon footprint, all at the same time. You will examine real-world examples of energy-saving solutions and find out how to calculate the costs, benefits, and paybacks of these projects. You will also learn how to communicate the environmental benefits of your actions to your customers and your business partners, transforming your business into a leader in the green economy.

Goodbye to Shy

Want to learn how to overcome shyness? Now you can—from someone who has been there! The ability to connect with others affects everything we do, from advancing in our careers to attracting a mate. If your shyness keeps you from having the life you want, here's your chance to learn the secrets to overcoming it. You will find out how to appreciate your positive qualities while changing the negative behaviors you want to alter. By the time you finish this course, you will be able to increase your self-confidence while reducing physical symptoms of anxiety. You will feel more comfortable initiating both casual and deep conversations, and you will know how to relate effectively in romantic situations. In addition, you will learn techniques for effective public speaking, which consistently tops the lists of people's greatest fears! You will have opportunities to practice assertiveness and conflict resolution techniques, and you will be able to create your own action plan for achieving the level of sociability that you desire.

Handling Medical Emergencies

Every second counts during a medical emergency. Recognizing the early signs and symptoms of common medical conditions and providing appropriate treatment is critical for the patient. Early recognition and intervention can greatly reduce the seriousness of the illness. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse.

Individual Excellence

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You will learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

Interpersonal Communication

This course will show you how to manage the conscious and unconscious codes of meaning we send to each other and to respond with appropriate codes in turn. This course explains and explores concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences. Examples, graphics, and theoretical models help clarify communication topics and simplify the process for effective communication in family, personal, and professional situations. Communicating is necessary. Knowing how to do it well is personally satisfying and professionally wise.

Keyboarding

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

Listen To Your Heart, and Success Will Follow

Intelligently facilitated and fast-paced, *Listen to Your Heart, and Success Will Follow* will help you enjoy the rewards that come from doing what really makes you happy! Your instructor and a caring community of students will help you begin designing a life that really works for you. With a complete understanding of your own interests, values, needs and abilities, you will learn how you can use work to express yourself and share your interests and talents. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything you do. This course program is skillfully crafted to weave experiential learning with the conceptual presentation, giving you time to experience, understand, and implement each new strategy as it is introduced.

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. In this six-week online course, you will learn about some wonderful abilities we're born with for figuring things out and making good decisions. See why our instincts and intuition sometimes deceive us and how self-knowledge can help us guard against becoming overly confident. Discover the steps necessary to achieve your goals. Learn how to deal effectively with crisis, how to use your emotions as decision-making tools, and how to work with others to make good decisions. Develop some important guidelines for when to take risks, when to trust your luck, and what to do if you make a mistake. Gain the power to live the best life you can and make the very most of every opportunity.

PERSONAL FINANCE

Introduction to Stock Options (US)

Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks.

Keys to Successful Money Management (US)

If you are interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. You will become comfortable with the broad array of investment choices available to you right now, and you will discover the best ways to acquire and accumulate both cash and real property. We will also discuss the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.

Personal Finance (US)

This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You will develop a retirement savings plan, and you will be better prepared to make large purchases and plan for taxes. You will learn the essentials of household bookkeeping, record-keeping requirements, and much, much more.

Real Estate Investing I (US)

Learn how to make money in any area, in good times and bad. *Real Estate Investing* includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. By emphasizing systems and service, this course will help you do more with less effort while serving the needs of your buyers and sellers. We will start by developing a plan for your own investing efforts based on your personality and investing objectives. We will cover the proven methods used every day by full-time, professional real estate investors. You will learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). We will also explore the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal.

Real Estate Investing II: Financing Your Property (US)

In "Real Estate Investing II: Financing Your Property," we will demystify lending and the world of real estate finance so you know exactly how to profit from your investments. Uncover the secrets of deal analysis so you can stretch your investment dollar further than ever. Explore what to do if you have credit challenges, are self-employed, have a heavy debt load, or want to invest in new construction or commercial property. We will look at how to easily perform real estate investment calculations using specially designed Excel worksheets that calculate investment returns, mortgage amortization, cash flow forecasting, and many other functions. You will discover how to find a good loan officer, what questions to ask when shopping for a loan, and how to increase your credit score by 30 points or more overnight! You will discover a loan that allows you to pick how much you pay each month. You will also learn about a new loan product that allows you to pay off your mortgage in less than 10 years without making additional payments or paying more than an interest-only payment! Designed for old pros as well as novice investors, this practical, straightforward guide will shine a light on real estate finance and the mortgage industry, and will walk you step-by-step through the loan process. With special sections on commercial and construction loans, this course will demystify the lending process and put you on your way to financial freedom.

Stocks, Bonds, and Investing: Oh, My! (US)

The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. This course won't just throw a bunch of terms at you, expecting you to memorize everything. The instructor takes the time to explain concepts in detail so you understand how and why things work in the investment world. You will leave this

course with a comprehensive and thorough education in personal finance and investment as well as new independence, confidence, and peace of mind in your investment decision capabilities.

The Analysis and Valuation of Stocks (US)

This course is a comprehensive course designed to provide you with conventional and advanced techniques in researching and valuing stocks. Starting off with the basics, you will learn how to read financial statements and calculate financial ratios, and then move on to perform industrial comparisons, value stocks, and conduct economic and industrial research. The course is taught in a manner that uses everyday language, simple, yet insightful analogies, and a just the facts attitude that you will understand and appreciate. By the end of this course, you will have a strong foundation in the analysis and valuation of stocks.

Where Does All My Money Go? (US)

This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren't many places that you can go to learn these principles, so take advantage of this opportunity to learn online. Start to make conscious decisions about spending and saving. Find out where your money goes. Make your own informed choices about where you want it to go. Learn how to fund your dreams and how to save money for everything from emergencies to vacations. If you have ever felt lost about where to start working on your finances, this course is for you.

PUBLISHING

Beginner's Guide to Getting Published (US)

Do you know the five most common reasons why manuscripts are instantly rejected--often without even being read? Do you know how to correctly format and submit a manuscript? Do you know which publishing markets most fit your writing style? Can you write a query letter that publishers won't be able to resist? If your goal is to become a published freelance writer of fiction or nonfiction for books or magazines, this comprehensive course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores. Your success in the writing game will be determined by the amount of credibility publishers attach to you and your work. If you have credibility, getting your manuscript published will no longer be a dream. It will become reality. This course will teach you how to give yourself the kind of credibility you need to succeed.

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

Convert manuscripts into extra income by starting your own publishing company and going head-to-head with major publishers. Learn the advantages of self-publishing over traditional publishing. In this highly interactive course, you will learn how to format your works in a way that will save you hundreds of dollars and find out everything you need to know to profit from your own publishing company. You will discover unique, proven, and cost-effective ways to market your books and fulfill orders.

START YOUR OWN BUSINESS

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you will work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first-and most difficult-step on the path to small business success.

Growing Plants for Fun and Profit (US)

Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

Learn to Buy and Sell on eBay

Online auctions match buyers with sellers in a global marketplace for almost any item. If you have ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You will learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. Learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you are a buyer, you will learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Marketing Your Business on the Internet

Find out how to market your business on the Internet from an e-commerce expert, even if you have little or no money to spend. In this practical, hands-on course, you will learn little-understood secrets about the types of businesses that thrive on the Web. Then, you will discover proven methods that will help you establish an Internet presence and build an online brand identity. You will even learn several low-cost promotion strategies that you can use to drive visitors to your site, and you will find out how a media kit can help you earn extra revenue by selling advertising space on your site. Throughout the course, you will learn to think strategically about marketing your Web site, products, and services using Internet technologies. You will know how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy

Secrets of the Caterer

From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career. In this introductory course, you will learn how to put your cooking and party planning skills to work. 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. You will also receive many unique and tested recipes that you can use to jump-start your business. Build your catering skills and begin a new and exciting career today.

Start a Pet Sitting Business

Find out how to translate your love of animals into a profitable career! In this course, you'll master the essentials of starting a pet sitting business. You'll begin with dog and cat care, including nutrition, exercise, first aid, and identification of common diseases. You'll also find out how to handle home visits and impress potential clients. In addition, you'll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. By the end of this course, you'll have all the knowledge you need to be a successful pet sitter.

Start and Operate your Own Home-Based Business (US)

Starting a home-based business is the hottest trend in today's challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! 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, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

Start Your Own Arts and Crafts Business (US)

Learn how to start your own arts and crafts business from a professional artist. You will discover how to find your niche within your chosen craft and how to create your own unique business identity. See what makes marketing in the arts and crafts business different from marketing in most other enterprises, and find a sales approach that meshes with your personality and preserves your creative integrity. Get insider secrets and learn how to find and get into the best craft shows, and design booths that really attract customers. Discover effective pricing strategies that work no matter where you are selling.

Start Your Own Gift Basket Business

Learn everything you need to know about starting a gift basket business and running it successfully. Discover how to set up a design studio, develop a pricing strategy, identify customers, build a Web site, and handle payments and deliveries. Additionally, you'll get step-by-step instructions for creating a professionally-styled basket.

Start Your Own Small Business (US)

Learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you then how to develop proven marketing techniques to easily build sales. We will discuss traditional and nontraditional financing options and easy-to-implement employee-management procedures and how to write business policies that help you build your business. Business owners need to manage their time so you will learn time-management techniques especially for entrepreneurs. Discover the secrets that separate the successful entrepreneurs from the struggling ones.

Starting a Consulting Practice (US)

This course is designed to help those who wish to set up a consulting practice. Learn the complete process of starting and operating a consulting practice. Begin with surveys and assessments then progresses into the business start-up process and develop a complete business plan for your consulting firm. The course concludes with a discussion of record-keeping and tax concerns. There will also be an online discussion area where you can exchange valuable business ideas and resources with other students and the instructor. The instructor will keep you updated by citing resources such as books, periodicals, and organizations designed to help small businesses.

VETERINARY

Become a Veterinary Assistant

In this course you will learn about vaccinations, fleas, cuts, emergency situations, pet nutrition, parasites and more. You'll explore spaying and neutering, and how to deal with the very emotional issues of euthanasia, pet loss, and how best to assist clients in a time of need. Special lessons will target specific aspects of veterinary assistant duties. You will also understand the hazards of working in a veterinary setting so that you can protect yourself from x-ray exposure, infections carried by animals, and potential damage from teeth and claws. You will gain a complete understanding of Veterinary Hospital economics and explore marketing and communication because they are essential factors in making a business successful.

Become a Veterinary Assistant II: Canine Reproduction

This course is the definitive guide to the principles of sound dog breeding. If you are a veterinary assistant or preparing to become one, this course will help you understand the essential facts so you can knowledgeably converse with clients on the complexities of canine reproduction.

Become a Veterinary Assistant III: Practical Skills

Join us as we explore all the many duties that a veterinary assistant typically performs. Through instruction and demonstration, you will learn how to safely restrain an animal for blood tests, urine collection, and injections. Then you will find out how to obtain blood samples, which needles to use for which patient, where the best anatomical sites for collecting blood are located, and how to catheterize a bladder. We will also review the basics of blood and urine interpretation so you will come to understand how veterinarians diagnose various conditions. You will gain a throughout understanding of examination room procedures, including disinfecting, prepping, taking a patient's TPR (temperature, pulse, and respiration) and several other skills that will make you invaluable to your vet.

Professional Development

HEALTH CARE

Become an Optical Assistant (US)

We will take a comprehensive look into the diverse world of optical assisting while we cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. Discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. Become familiar with all the things optical assistants must know about frames, styles, lenses, contact lenses, and working with people.

See how our amazing eyes work and come to understand some common eye conditions as we delve into specialty areas such as refractive surgery centers, low vision clinics, and vision training practices.

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders. Get training on effectively communicating other health care professionals and patients. Come to understand the medical documentation that physical therapists use and principles of ethics and law that affect the PT aide. Physical therapists often use words and terms that may be unfamiliar to you, so we will devote some time to learning much of the language of PT. We will then spend two lessons studying the body's 11 organ systems. Learn about infection control, proper body mechanics and how to safely move patients. Physical therapists use physical agents like heat, cold, ultrasound, and electricity to treat many of their patients, so we will explore these agents then move on to a discussion of exercise and close with a study of balance and coordination disorders.

Certificate in Bioenergy and Spiritual Healing

Today's health care system is evolving as it acknowledges that bioenergy and spirituality play an important role in health and healing. Knowledgeable providers who recognize this and can deliver compassionate, effective care that meets their clients' and patients' healing needs are in increasing demand. To do that, they must understand a variety of spiritual and religious values, beliefs, healing techniques and practices. This certificate program provides continuing education for medical professionals who work with or want to work with energy healing. Appropriate for nurses, nursing assistants, energy healers, social workers, therapists, administrators, psychologists, and more.

Certificate in Complementary and Alternative Medicine

The CAM certification program will provide you with the knowledge and skills to effectively meet the needs of a diverse patient and client population in a wide range of careers. This course consists of a total of eight courses: Therapeutic Aspects of Energy Healing, Spirituality and Health, Cultural Competence in Health Care, Healing Environments, Bodywork Healing Therapies, Traditional Chinese Medicine, Therapeutic Healing Interventions: Music, Art, Dance, Humor, and Animal Assisted Therapy, and Ayurvedic Medicine.

Certificate in End of Life Care

The Certificate in End-of-Life Care represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience. The Certificate in End of Life Care consists of the following six End-of-Life courses: Introduction, Death, Dying, and Grief, Ethical Issues, Hospice and Palliative Care, Pain Assessment and Management, and Physiologic Changes at the End-of-Life.

Certificate in Gerontology

The Certificate in Gerontology represents a specialization in the field of gerontology designed to enhance the knowledge and skills of individuals who work with older adults. The Certificate in Gerontology consists of a total of 10 courses: Introduction to Gerontology, Physiology of Aging, Mental Health and Aging, Healthy Aging, Pain Assessment and Management in the Older Adult, Death and Dying, Sleep and Aging, The Older Woman, Elder Abuse, and Aging and Disorders of Communication.

Certificate in Growth and Development Through the Lifespan

This certificate program is designed to enhance the knowledge and skills of nurses and health care professionals who work with clients and patients of all ages. You will gain insights into human development and develop unique opportunities to further your relationships with colleagues and patients. The 7 Growth and Development through the Lifespan courses: Major Theories and Issues, Prenatal Development, Infancy, Early Childhood, Middle Childhood, Adolescence and Adult Development are covered.

Certificate in Integrative Health

Today's consumers are seeking health care providers who focus on wellness and natural healing. As a result, the exciting and rewarding field of integrative health is growing rapidly. In this 12-lesson program, designed for both

health care professionals and consumers, you'll learn the fundamentals of this person-centered and person-empowered approach to health care. You'll cover topics including holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese medicine, Ayurvedic medicine, humor and health, music therapy and sound healing, integrative nutrition, therapeutic massage and bodywork, and healing effects of physical activity. (67 contact hours)

Certificate in Issues in Oxygenation

This certificate program will provide you with a holistic and collaborative approach to the care of patients with disorders of oxygenation. It is designed to enhance your knowledge and skills by examining key issues related to oxygenation assessment, intervention, and management. This program consists of 5 courses: Anatomy, Physiology, and Assessment of the Respiratory System, Management of Adults with Respiratory Disorders, Common Interventions to Improve Oxygenation, Anatomy, Physiology, and Assessment of the cardiovascular System and Disorders of the Cardiovascular System and the Role of the Hematologic System in Oxygen Transport.

Certificate in Legal and Ethical Issues in Nursing

This certificate program is designed to enhance the knowledge and skills of nurses who work with all types of patients. By examining key issues ranging from basic legal concepts to bioethical dilemmas, you will learn relevant and practical information you WILL use to improve your practice and the effectiveness of your patient care. The Certificate in Legal and Ethical Issues in Nursing program consists of 5 courses for a total of 23 contact hours. They are: Risks in Nursing Practice, Liability in Patient Care, Documentation, Employment, and Ethics.

Certificate in Pain Assessment and Management

Designed to enhance the knowledge and skills of nurses who work with patients who are in pain. Examine key issues related to pain assessment and management, and gain relevant and practical information you will need to improve your practice and provide the most effective care to your patients. Includes courses in Pain Theory and Assessment Principles, Interventions and Treatment of Pain, Pain Management in the Adult: Acute and Chronic Pain, Pain Management in Special Populations: Children and the Elderly, Pain Management in Special Populations: Surgery, Cancer, and HIV and Treatment of Pain at the End of Life.

Certificate in Perinatal Issues

The demand for knowledgeable providers to meet the needs of childbearing women, newborns, and families is dramatically increasing; new jobs are being developed and new services created. If you are a health professional who works with this population (or would like to do so), this program will help you stay current with emerging trends in this specialized area of health care.

Certificate in Spirituality, Health, and Healing

This certificate program meets the continuing education needs of medical professionals who work with or want to work with energy healing. It is appropriate for nurses, nursing assistants, energy healers, social workers, therapists, administrators, psychologists, and more. Participants will gain a broad understanding of bioenergy and spiritual healing. They will learn current issues and emerging trends related to working with diverse religious and spiritual populations in a healing capacity.

Explore a Career as an Administrative Medical Assistant

In this course, you will master the basics of scheduling patients' appointments, surgeries, and hospital admissions. You will discover how to create, maintain, and file medical charts and find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits. We will go behind the scenes as you learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. We will explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance and following up on unpaid insurance claims. You will also learn what a day sheet is and how to keep track of all your patient accounts on a daily, monthly, and yearly basis. Finally, learn the basics of keeping a medical office running smoothly.

Explore a Career in a Dental Office

Find a career to fit your skills and personality as you go behind the scenes in a typical dental office. You'll explore the many careers open to you in the dental field. You'll investigate the education you need for each job, learn which dental office careers require licensing, and check out the employment prospects in each area.

You'll master basic terminology, learn the fundamentals of dental anatomy, discover how to create a patient chart, and identify the privacy rules that are crucial to proper dental office management. You'll fully understand the role of each person in a dental office—and you'll know which career in that office is the perfect one for you!

Explore a Career in Medical Coding (US)

In this course, you will learn how to use the *CPT manual* and the *ICD-9-CM* to find medical codes for any disease, condition, treatment, or surgical procedure. Prepare to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home. We will go through real-world examples and coding exercises to get you using your coding tools in conjunction with your analytical skills to come up with just the right codes to describe any medical situation. Get all the hands-on experience you will need to code medical insurance claims with confidence and know how to find your way through both the *CPT manual* and the *ICD-9-CM manual*, on your way to a career as a medical coder!

Explore a Career in Medical Transcription

In this course, you will learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. With this foundation, you will be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or take on your own clients—all from the comfort of your own home. You will learn the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you will need to take!

HIPAA Compliance

In this course, you will learn what HIPAA requires. We will focus specifically on the Administrative Simplification portion of HIPAA, starting by defining the lingo of HIPAA and identifying the important players. We will cover transactions, code sets, and identifiers, which are all key elements in electronic health care transmissions. We will use real-world examples to help explain the Privacy Rule. Since computers are an integral part of health care these days, we will see how they fit into the Security Rule. We will examine administrative safeguards, physical safeguards, technical safeguards, and policy and procedure creation -crucial components of the Security Rule.

Introduction to Natural Health and Healing

In this course, you will start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We will also explore naturopathy and you will find out about proper breathing techniques that enhance health. You will learn the value of hydrotherapy, diet, biorhythms, and fasting. We will examine using the power of the mind for healing the body and you will learn to develop menus that improve health. We will also look at herbal healing, aromatherapy, body therapies; massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies.

Medical Terminology: A Word Association Approach

Learn medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage are provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

SOLAR ENERGY

Fundamentals of Solar Hot Water Heating

This online course concentrates on the basics of installing code compliant solar hot water systems. This course will be useful for people who currently work in or plan to be employed in the solar hot water industry. The essential training objective of this course is to provide the solar hot water installer/technician/contractor with fundamental technical knowledge on solar assisted heating in order that the technician may acquire and advance in design, installation and

servicing responsibilities as the market for solar assisted water heating progresses. The course is ISPQ accredited by the Interstate Renewable Energy Council and is also North American Board of Certified Energy Practitioners approved for continuing education contact hours and counts for 40 hours which can be used to meet certain requirements for NABCEP installer certification and re-certification.

Photovoltaic System Design & Installation

This online course concentrates on the basics of installing code compliant photovoltaic systems. This course will be useful for people who currently work in or plan to be employed in the solar hot water industry. The essential training objective of this course is to provide the photovoltaic installer/technician/contractor with fundamental technical knowledge on photovoltaic in order that the technician may acquire and advance in design, installation and servicing responsibilities as the market for solar assisted water heating progresses. The course is ISPQ accredited by the Interstate Renewable Energy Council and is also North American Board of Certified Energy Practitioners approved for continuing education contact hours and counts for 60 hours which can be used to meet certain requirements for NABCEP installer certification and re-certification. Greenways Academy of Alaska Renewable Energy Technician online courses are intended to provide the student technician with fundamental knowledge of solar energy systems in order to prepare for NABCEP certification. Successful completion of these courses does not qualify or certify you to install solar hot water or photovoltaic systems, nor does it replace any local or state licensing or other requirements. Student technicians are encouraged to obtain additional hands-on training and supervised on the job experience.

LAW AND LEGAL

Business Law for the Small Business Owner (US)

Successfully protect your small business and solve most of the legal problems that may arise. See how to avoid the costly legal problems some small business owners make when setting up and operating their businesses and learn how to deal with issues such as contracts, employee relations, customer relations, and choosing the right business model. You will also find out how to deal with government licensing requirements and regulations, as well as problems with tax collectors. We will go over special considerations for home-based and Internet-based businesses and discover how to handle many minor legal disputes, such as collection issues and small claims, on your own, without spending a lot of money for legal counsel giving you more time to run your business and making money.

Constitutional Law: Bill of Rights (US)

Learn the fundamentals of Constitutional Law, with emphasis on the first ten amendments, (The Bill of Rights). The course will include a history of the Bill of Rights, important cases which have dealt with and interpreted these rights, and the challenges facing the maintenance of the freedoms guaranteed by the constitution in the modern world. Discussions will include the fact that following the events of September 11, 2001, Americans are faced with the prospect of making choices between increased security and the curtailing of certain individual freedoms. You will delve into the problems associated with making such choices. This is a course designed to educate students about the important fundamentals of a free society and how such a society can be preserved, even in an uncertain world. It is highly interactive with challenging lessons and assignments.

Employment Law Fundamentals (US)

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. Learn effective communication techniques, negotiation strategies, and what to expect if you do go to court.

Evidence Law (US)

This course will provide you with the background information you will need to get started in the field of evidence law. You will learn basic principles of the law as it deals with the gathering, preparation, and presentation of evidence in both civil and criminal cases. You will learn what evidence is and how its use has changed and evolved over the years into an intricate system which tries to protect everyone's rights while still searching for the proper and fair outcome in each case. Methods of gathering evidence for use in a trial, including the use of investigators,

depositions, subpoenas, and interrogatories and with the preparation of this evidence for use in trial will be covered. The final aspect of the course deals with how the evidence is actually presented to a judge or a jury.

Introduction to Criminal Law I (US)

Criminal law is one of the most fascinating areas of legal practice. The instructor--a former major-felony prosecutor who has appeared on *Court TV*--gives a behind the scenes look at criminal law by examining the world of prosecutors, defense attorneys, and the paralegals who work closely with them. You will examine all major areas of crime: from theft to murder, conspiracy to sexual assault. The trial of a criminal case will be dissected and explained for you. You will also explore the various types of criminal defenses, sentencing, and appeals procedures. A variety of exercises based on the lessons will give you a hands-on experience. Each lesson will also feature *A View from the Inside* -- compelling information about the criminal justice system, in the words of actual people who experience it every day.

Introduction to Criminal Law II (US)

This course reveals how law enforcement officers investigate a criminal case and examines issues regarding warrants, indictment and the trial of a criminal suspect. Along the way, the instructor (a former major-felony prosecutor) will dispel some of the common myths about criminal law and reveals the often-ignored but fascinating world of day-to-day criminal practice. Each lesson investigates a particular phase of a criminal case, from both the prosecution and defense viewpoints, including actual court documents to illustrate the procedural steps that all criminal cases follow, from arrest to appeal.

Legal Nurse Consulting (US)

In this course you will receive a step-by-step introduction to areas such as tort law, criminal law, medical malpractice, civil and criminal litigation practice, legal research and writing, legal ethics, personal injury, and more. By the end of the course, you will have a solid foundation in several different areas of law to help you understand exactly what you can do to assist attorneys in all phases of civil and criminal litigation. You will also learn how to create your very own legal nurse consulting practice from the ground up, including strategic advice on creating a business plan and marketing your services to interested attorneys.

Real Estate Law (US)

Explore the legal issues involved in real estate law, from investing to title examinations. Master the essentials with hands-on applications and examples as you use this knowledge in a day-to-day real estate practice. The mix of legal theory with specific and practical examples draws a balance between legal philosophy and legal practice. Each lesson proceeds from an explanation of theory to application, helping you build a strong knowledge base as you discover how legal concepts are put into practice every day. We will identify key words and phrases and define them on the spot to help you comprehend them. You will also benefit from a wealth of additional materials including extensive real estate forms and practical applications of the lesson material.

Winning Strategy for the Courtroom

Find out how the system really works, and what common mistakes often lead to defeat. Examine the fine points of how attorneys prepare for cross-examining witnesses, prepare legal arguments, and prepare legal briefs and memorandums. Come with me from the initial client interview, to the discovery of evidence, to the actual trial of a hypothetical case. As we prepare the case you will get many opportunities to become a legal assistant and help develop strategies for use both in and out of the courtroom.

Workers' Compensation (US)

Anyone considering a career as a paralegal should have a firm understanding of workers' compensation law as you are far more likely to be involved in workers' compensation cases than criminal law cases, intellectual property cases, or even business disputes. The only types of cases that are more common are personal injury or medical malpractice, both of which have very strong ties to workers' compensation law. Knowing the ins and outs of workers' compensation is an absolutely essential skill for any paralegal. Having a solid foundation in this field of law is also a great way to land a job with a private law firm or local, state, or federal governments.