



Greenways Academy of Alaska, in partnership with leading online education providers offers an online suite of open enrollment training courses to our clients that are setting the standard for quality online computer training.

One of these partners incorporates the unique *LabSim* software that is built around online labs. These online labs put students in a *virtual environment* that lets them simultaneously learn and practice the technologies as if they are using an actual \$30,000 computer lab.

It further couples video training, practice exams and lessons in the online labs to give students interactive, real-world scenarios that enable them to acquire the skills necessary to succeed in their careers.

Getting hands-on experience and the certifications required for an IT career can make all the difference. We provide the courses to make this happen

Additionally, via our partnership with one of the most highly regarded online vo-tech course providers, we offer online, open enrollment vocational tech programs designed to teach you the skills in your area of interest as well as to prepare you to take the certification tests necessary to acquire professional level positions for many in-demand occupations.

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; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. If any materials are required they are included in the cost of the course. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

To Register

Contact Information: Janet Beckett 907.320.0229

E-mail: janet@GreenwaysAcademyAlaska.com

Note: Prices are accurate at time of printing. We do not anticipate any changes but all prices will be confirmed upon enrollment in the courses.



Greenways Academy of Alaska Career Training Programs

Each course on the next two pages includes: hands-on lab simulations, video training, certification practice exams, and written lessons which provide study guide and fact sheets to further understanding of concepts covered in the training videos, demonstrations and lab exercises. Certification Exam prices are set by exam provider and provided separately but may be added for a completed certification course.

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| <p>▪ <u>Microsoft Certified IT Professional Server Administrator</u>
 Become a MCITP Professional Server Administrator by mastering the comprehensive skills in planning, deploying, supporting, maintaining, and optimizing IT infrastructures.
 Prometric exam vouchers required – 70-640, 73-640, 70-642, 70-646</p> | <p>Hours— ~240</p> | <p>Price—\$600</p> |
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| <p>▪ <u>Microsoft Certified Systems Administrator</u>
 MCSA Microsoft Certified Systems Administrators gain training and skills in managing and maintaining a Microsoft Windows 2003 server. To become MCSA certified, students must complete three core exams: two networking system exams and one operating system exam, and one elective course.
 Prometric exam vouchers required – 70-270, 70-290, 70-291, SYO-201</p> | <p>Hours—160-200</p> | <p>Price—\$1,250</p> |
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| <p>▪ <u>Microsoft Certified IT Professional Enterprise Administrator</u>
 Become a MCITP Professional Enterprise Administrator by mastering the comprehensive skills in planning, deploying, supporting, maintaining, and optimizing IT infrastructures. This course is a step-up from the Server Administrator course and provides further training.
 Exam vouchers required – 70-620, 70-640, 83-640, 70-642, 70-643, 70-647, 70-680</p> | <p>Hours— ~240</p> | <p>Price—\$1,050</p> |
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| <p>▪ <u>Microsoft Certified System Engineer 2003</u>
 Training for the MCSE 2003 track will prepare you to confidently and efficiently design, implement, manage and troubleshoot Windows 2003 networks. The online MCSE program prepares students for Microsoft’s national MCSE certification exam.
 Prometric exam vouchers required – 70-270, 70-284, 70-290, 70-291, 70-293, 70-294, 70-297, 70-298, and 70-299.</p> | <p>Hours—700</p> | <p>Price—\$1,800</p> |
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| <p>▪ <u>Microsoft Certified Technology Specialist: SQL Server 2005</u>
 This nationally recognized MCTS includes the following courses: Configuring Exchange Server 2007, SQL Server 2005, Configuring Windows Vista, Configuring Windows Server 2008, Active Directory, and Configuring Windows Server 2008 Network Infrastructure.
 Prometric vouchers required – 70-236, 70-431. 70-620, 70-640 and 70-642</p> | <p>Hours—40</p> | <p>Price—\$1,125</p> |
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| <p>▪ <u>System Security Certified Practitioner Certification Suite</u>
 Become a SSCP by mastering the concepts of fundamental security operations, administration, analysis, monitoring, and system recovery.
 (ISC)² exam for this course</p> | <p>Hours—40-50</p> | <p>Price—\$355</p> |
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| <p>▪ <u>Certified Information Systems Security Professional Certification Suite</u>
 Become a CISSP by mastering high-level security planning and administration concepts.
 ISC² CISSP exam for this course</p> | <p>Hours—40-50</p> | <p>Price—\$595</p> |
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| <p>▪ <u>Cisco Certified Network Associate</u>
 Become a Cisco Certified Network Associate (CCNA) and master the knowledge and skills to proficiently install, configure, operate and troubleshoot routed and switched networks.
 Pearson VUE Cisco CCNA exam for this course</p> | <p>Hours—40-50</p> | <p>Price—\$650</p> |
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| <p>▪ <u>Cisco Certified Network Professional</u>
The Cisco Certified Network Professional (CCNP) certification provides a network professional with knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network.
Pearson VUE exams for this course (4 exams required)</p> | <p>Hours—80-100</p> | <p>Price—\$900</p> |
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| <p>▪ <u>Linux+</u>
The Linux+ certification is a vendor neutral credential that validates an individual’s knowledge and experience with Linux. This credential will verify that a professional has 6 to 12 months experience, and can manage a Linux system from the command line, demonstrate administration capabilities, configure software, and manage Linux based clients. The Linux Plus certification is recognized by the industry as a good indicator of foundational proficiency in the management of Linux based clients and server systems.
Prometric CompTIA Linux+ exam for this course</p> | <p>Hours—40-50</p> | <p>Price—\$450</p> |
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| <p>▪ <u>Server+ Certification Training Suite</u>
Become an advanced IT Technician with the Server+ certification course. This vendor neutral certification is for individuals that possess the skills of 18 to 24 months of experience with ISSA technology (Industry Standard Server Architecture). The LabSim Server+ course will give you the professional knowledge necessary to demonstrate skills in areas such as RAID, SCSI and Multiple CPU’s, as well as server issues and disaster recovery. It is recommended but not required that candidates first obtain the A+ certification.
Prometric CompTIA Server+ exam for this course</p> | <p>Hours—40-50</p> | <p>Price—\$450</p> |
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| <p>▪ <u>A+ Certification Training Suite</u>
Prove your competence as a computer technician by completing certification training. LabSim training for A+ certification is the highest quality learning material you can use to master the fundamentals of PC maintenance, networking, and security. The LabSim A+ course combines hardware and software tasks in every lab to give you the most realistic training experience.
Prometric exams 220-701 and 220-702</p> | <p>Hours—self-paced</p> | <p>Price—\$300</p> |
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| <p>▪ <u>Security+</u>
The CompTIA Security+ certification designates knowledgeable professionals in the field of security. By becoming Security+ certified, you will gain knowledge of systems security, network infrastructure, access control, assessments and audits, cryptography and organizational security
Prometric CompTIA exam for Security+</p> | <p>Hours—40-50</p> | <p>Price—\$450</p> |
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| <p>▪ <u>Network+ 2009 Certification Training Suite</u>
Today’s advanced networks demand IT Professionals that can manage, maintain, install, configure, operate and troubleshoot basic network infrastructures. Learn, practice and validate these skills with our Network+ LabSim. This training suite will teach you the foundations of network management and give you the professional skill necessary to launch or enhance a networking career.
Prometric CompTIA exam for Network+ 2009</p> | <p>Hours—self-paced</p> | <p>Price—\$450</p> |
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| <p>▪ <u>CSI Training Suite</u>
Become proficient in fundamental Crime Scene Investigation techniques by gaining knowledge of the proper procedures and technologies relating to evidence recognition, assessment, collection, documentation, and storage. Our training suite follows official training curriculums that have been developed by experts in the field.</p> | <p>Hours—40-50</p> | <p>Price—\$450</p> |
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IT and Software Development Programs

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| <p>▪ <u>.NET Training</u> **Newly Updated**</p> <p>Students will learn to develop web applications based on Microsoft’s newest .Net development environment. This program begins with computer technology basics and leads to web and application development. Newly redone, the changes in this curriculum give students a robust, interactive, and greatly updated .NET platform education.</p> | <p>Hours—177</p> | <p>Price—\$2,295</p> |
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| <p>▪ <u>3ds max</u></p> <p>This exciting new online program teaches students how to use both 3ds max and Character Studio to design, develop, and animate 3D video game characters.</p> | <p>Hours—580</p> | <p>Price—\$4,395</p> |
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| <p>▪ <u>AutoCAD 3D</u></p> <p>After mastering AutoCAD’s 2D concepts and methods, take your skills to a new level by adding 3D tools to your repertoire. You’ll get a thorough grounding in the fundamentals of 3D and explore the main features of AutoCAD’s advanced 3D Modeling workspace.</p> | <p>Hours—80</p> | <p>Price—\$1,695</p> |
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| <p>▪ <u>AutoCAD 3D, Software Included</u></p> <p>Take your AutoCAD’s 2D skills to a new level. In this program, you’ll get a thorough grounding in the fundamentals of 3D and explore the main features of AutoCAD’s advanced 3D Modeling workspace.</p> | <p>Hours—80</p> | <p>Price—\$1,995</p> |
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| <p>▪ <u>AutoCAD 2007</u></p> <p>This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2007 textbook included.</p> | <p>Hours—150</p> | <p>Price—\$2,095</p> |
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| <p>▪ <u>AutoCAD 2009</u></p> <p>This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2009 textbook included.</p> | <p>Hours—150</p> | <p>Price—\$2,295</p> |
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| <p>▪ <u>AutoCAD 2011</u></p> <p>This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2011 textbook included.</p> | <p>Hours—150</p> | <p>Price—\$2,695</p> |
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| <p>▪ <u>AutoCAD 2011 with AutoCAD 3D</u></p> <p>This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2009 textbook included.</p> | <p>Hours—230</p> | <p>Price—\$3,695</p> |
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| <p>▪ <u>Cisco® CCENT® Certification Training</u></p> <p>In order to prepare students to obtain the CCENT® credential, this program includes Interconnecting Cisco® Network Devices Part 1. This program contains e-learning and coursework books to aid in your studying. In addition, each student will receive an actual Cisco IOS® simulation.</p> | <p>Hours—70</p> | <p>Price—\$2,945</p> |
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| <p>▪ <u>Help Desk Analyst: Tier 1 Support Specialist</u></p> <p>The Help Desk Analyst online program prepares students for a challenging technical support role.</p> | <p>Hours—80</p> | <p>Price—\$1,795</p> |
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| <p>▪ <u>Forensic Computer Examiner</u></p> <p>The online Forensic Computer Examiner program prepares individuals for a career as a forensic computer examiner. Students will learn to retrieve evidence and prepare reports, based on that evidence, which will stand up in a court of law. This program is an authorized CCE training course and thoroughly prepares students to take the CCE certification exam.</p> | <p>Hours—150</p> | <p>Price—\$3,395</p> |
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| ▪ <u>Microsoft Certified Desktop Support Technician</u> | Hours—200 | Price—\$2,095 |
| The online MCDST program prepares students for Microsoft’s national MCDST certification exam. | | |
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| ▪ <u>Microsoft Access 2007</u> | Hours—35 | Price—\$895 |
| This nationally recognized Microsoft Access 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Access 2007 software. | | |
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| ▪ <u>Microsoft Excel 2007</u> | Hours—35 | Price—\$895 |
| This nationally recognized Microsoft Excel 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Excel 2007 software. | | |
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| ▪ <u>Microsoft Office Specialist 2003</u> | Hours—120 | Price—\$1,895 |
| This online MOS program is a comprehensive, performance-based program that teaches students to be proficient using the most popular suite of Microsoft Office 2003 programs including Word, Excel, Power Point, Outlook, and Access. | | |
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| ▪ <u>Microsoft Office Specialist 2007</u> | Hours—240 | Price—\$2,395 |
| This online MOS program is a comprehensive, performance-based program that teaches students to be proficient using the most popular suite of Microsoft Office 2007 and the new Office 2010 programs including Word, Excel, Power Point, Outlook, and Access. | | |
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| ▪ <u>Microsoft Outlook 2007</u> | Hours—35 | Price—\$895 |
| This nationally recognized Microsoft Outlook 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Outlook 2007 software. | | |
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| ▪ <u>Microsoft PowerPoint 2007</u> | Hours—35 | Price—\$895 |
| This nationally recognized Microsoft PowerPoint 2007 online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft PowerPoint 2007 software. | | |
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| ▪ <u>Microsoft Vista Business</u> | Hours—35 | Price—\$895 |
| This nationally recognized Microsoft Vista Business online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Vista Business software. | | |
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| ▪ <u>Microsoft Web Developer</u> | Hours—200 | Price--\$2,295 |
| Students will learn how to develop Web pages using Microsoft's platform: NET Framework 3.5. When they've completed the program, they'll be fully prepared to take the Microsoft 70-536 and 70-562 certification exams in order to become fully proficient as a Microsoft Web Developer. Skills students will master in this program include installing and using Visual Studio 2008, using web developer express, and debugging code. They will also explore HTML concepts, elements and tags, attributes, hyperlinks and anchors, image management, XML, CSS, .NET programming, ASP.NET, JQuery, AJAX, ASP .NET Web Applications, and .NET Framework 3.5. | | |
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| ▪ <u>Microsoft Word 2007</u> | Hours—35 | Price—\$895 |
| This nationally recognized online training course is a comprehensive, performance-based certification preparation program designed to validate business computer skills using Microsoft Word 2007 software. | | |

- RFID (Radio Frequency Identification) on the Web™ Hours—70 Price—\$2,795
RFID on the Web™ will provide the student with the information and practice exams necessary to sit for the CompTIA™ RFID+ certification exam as well as the knowledge and information necessary to evaluate and implement RFID technology in various application scenarios.
- Search Engine Marketing Hours—250 Price—\$2,095
This comprehensive program will show students how to create, monitor and maintain successful search engine rankings, integrate technology such as dynamic content and Flash, take advantage of pay-per-click advertising, and much more.
- Search Engine Optimization Hours—150 Price—\$2,095
This 3-part program will teach you how to tailor your website to achieve better search engine ranking, incorporate dynamic technology such as Flash, and make the most of the content of your website.
- Web Database Developer Hours—267 Price—\$2,495
The Web Database Developer online program provides students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet.
- Webmaster Hours—150 Price—\$2,095
This online Webmaster program begins by teaching simple webpage development and progresses by introducing new concepts by involving students in active webpage implementation using HTML and Dynamic HTML. Textbook included.

Business and Professional Programs

- Administrative Professional with Microsoft Office 2007 Master Hours—240 Price—\$2,295
This unique program will give you the skills you need to be a successful administrative professional, as well as a master of Microsoft's suite of programs. The Microsoft Office 2007 Master program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Excel, Word, Power Point, and Outlook.
- Administrative Professional with Microsoft Office Specialist 2003 Hours—240 Price—\$2,295
This online program teaches the skills that students must acquire to be successful as an administrative professional. Learn the most popular Microsoft Office 2003 programs including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided. Textbooks included.
- Administrative Professional with Microsoft Office Specialist 2007 Hours—320 Price—\$2,295
This online program teaches the skills that students must acquire to be successful as an administrative professional. Students also learn the most popular Microsoft Office 2007 and 2010 programs including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided. All textbooks included.
- Bookkeeping the Easy Way with Quickbooks Hours—140 Price—\$1,995
This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Textbook and thorough tutorial for QuickBooks are included.
- Certified Alternative Dispute Resolution Specialist Hours—240 Price—\$3,295
Mediation is a formal process of negotiation which uses a third-party neutral who has limited or no authoritative decision-making power to facilitate communication among the people who are involved in the conflict or dispute. This online training program will give you the educational background you need to break into this fast-growing

field. Materials included.

- Certified Bookkeeper Hours—120 Price—\$2,095
 This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks included.
- Certified Global Business Professional Hours—400 Price—\$2,795
 This preparatory program for the Certified Global Business Professional Credential exam is a prestigious acknowledgement of international business expertise. The International Trade Educators Association (NASBITE) Certified Global Business Professional Credential (CGBP) provides a benchmark for competency in global commerce.
- Certified Mediator Hours—120 Price—\$1795
 Offered in partnership with Mediators without Borders®, this program with online training in mediation and a 60-hour online internship where you can role-play different mediation scenarios as a mediator, disputant, or observer. Additionally, you'll be eligible to become a Certified Mediator. The HR Certification Institute has preapproved this program for recertification for HR professionals, and the Project Management Institute has preapproved this program for recertification units for PMI credential holders.
- eBusiness Certificate Hours—200 Price—\$2,296
 The primary objective of this online program is to introduce concepts, tools and approaches to eBusiness.
- Chartered Tax Professional Hours—180 Price—\$2,095
 With the innovative online Chartered Tax Professional certificate program, students can start working and earning money while completing coursework. While they apply what they've learned and earn money as a tax preparer, students continue their studies in advanced individual tax preparation, so they will be prepared to serve clients with more complex tax situations and increase earning potential.
- Certified National Pharmaceutical Representative Hours—120 Price—\$1,895
 Students will automatically become a member of NAPSR and receive eligibility to sit for the CNPR national certification exam at no additional cost.
- Entrepreneurship: Start-Up and Business Owner Management Hours—360 Price—\$2,395
 This Entrepreneurship course provides an excellent foundation for not just the start-up business owner, but also the business owner or manager who wants to gain a deeper understanding of some of the essential principles associated with owning and operating a start-up or on-going business.
- Grant Writing Hours—300 Price—\$2,245
 Learn the essentials in writing or acquiring grants for private, public, or government use. This course covers the essentials of writing, researching, obtaining and maintaining operations and strategies within the grant system. You will learn how to develop successful and fundable grants by focusing on the skills needed to prepare professional, competitive, compelling, and successful grant proposals.
- Legal Secretary Hours—350 Price--\$2,395
 This program will teach students all the skills they need to work as a legal secretary in a law office. They will master everything from legal office management and accounting to legal terminology and legal writing. Upon completion, they will possess the knowledge necessary to successfully pass the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) examination.
- Pay Per Click Marketing Hours—150 Price—\$1,695
 The *Pay Per Click Marketing* training series has been developed in direct response to the skyrocketing growth of the paid search engine industry. This program will help you set-up, maintain, monitor, and improve your Pay Per Click



campaign.

- **Payroll Practice and Management** Hours—80 Price—\$1,895
The Payroll Practice and Management online program provides detailed instruction in all facets of payroll from the basics to the intricate complexity of fringe benefits, taxation, and garnishments.
- **Professional Bookkeeping – QuickBooks 2010** Hours—140 Price—\$1845
Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2010. This course has step-by-step lessons in everything from basic accounting to double-entry bookkeeping. Plenty of hands-on activities to teach skills in budgeting, managing a payroll and handling accounts receivable and payable.
- **Professional Bookkeeping – QuickBooks 2010 w/software** Hours—140 Price—\$2045
Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2010. This course has step-by-step lessons in everything from basic accounting to double-entry bookkeeping. Plenty of hands-on activities to teach skills in budgeting, managing a payroll and handling accounts receivable and payable. QuickBooks Pro 2010 software and the textbook *Bookkeeping Made Simple* are included.
- **Non-Profit Management Training** Hours—300 Price—\$2,395
For those who work with or desire to work in a non-profit organization or business environment, this is the program for you. The Non-Profit Management Program is particularly well suited for anyone in who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a perspective on some of the unique issues facing management of a non-profit organization.
- **Purchasing & Supply Chain Management** Hours—300 Price—\$2,395
This exciting online training program is particularly well suited to anyone working in or interested in working in purchasing, supply chain management, or procurement. In this program students will be introduced to the various aspects of the supply chain environment, including enterprise resource planning systems and requirement systems.
- **Paralegal** Hours—225 Price—\$2,095
This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included!
- **Records Management Certificate** Hours—180 Price—\$1,695
This online records management certificate course is a power-packed online training program that teaches students how to manage electronic records and conquer the paper pile-up. Textbook included.
- **Search Engine Marketing** Hours—250 Price—\$2,095
This comprehensive program will show students how to create, monitor and maintain successful search engine rankings, integrate technology such as dynamic content and Flash, take advantage of pay-per-click advertising, and much more.
- **Search Engine Optimization** Hours—150 Price—\$1,695
This 3-part program will teach you how to tailor your website to achieve better search engine ranking, incorporate dynamic technology such as Flash, and make the most of the content of your website.
- **Technical Writing** Hours—80 Price—\$1,895
The Technical Writing online training program is designed for anyone who wishes to develop their technical writing abilities to a professional level. Our technical writing program will give you the skills you need to get noticed!

Healthcare and Fitness Programs



- Administrative Dental Assistant Hours—150 Price—\$1,895
This online program teaches the essential administrative tasks for managing the business aspects of a dental practice.
- Administrative Medical Specialist with Medical Billing and Coding Hours—300 Price—\$2,295
This online program teaches students medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam. *All materials including student version of medical billing software included. The coding reference materials provided will be current with the exam applicable at the time of enrollment.*
- Administrative Medical Specialist with Medical Billing and Coding +Medical Terminology Hours—360 Price—\$2,595
The Medical Terminology online course for healthcare professionals introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Upon completion of this program, students will be eligible to sit for two National Healthcareers Association exams: the Certified Billing and Coding Specialist (CBCS) exam and the Certified Medical Administrative Assistant (CMAA) exam. You can take both of these exams in a dual certification track through NHA.
- Advanced Coding for the Physician's Office Hours—80 Price—\$1,695
CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II Coding, and much more is covered in this online, instructor-led program. This program prepares students to sit for the Certified Professional Coder (CPC) certification exam.
- Advanced Personal Fitness Trainer Hours—240 Price—\$3,095
This interactive, comprehensive Web-based program includes the basic Personal Fitness Training program (also offered separately), along with additional material on nutritional management, resistance biomechanics, and functional flexibility. Students will also have the opportunity to take an optional field internship elective course. Materials included
- Advanced Hospital Coding and CCS Prep Hours—80 Price—\$1,995
This Advanced Hospital Coding course prepares students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS).
- Fitness Business Management Hours—260 Price—\$2,695
This is an innovative program designed to teach students how to manage a Personal Training Program and/or a Health-Fitness Department as a Strategic Business Unit (S.B.U.) in both commercial and non-commercial based health and fitness facilities.
- Clinical Dental Assistant Hours—240 Price—\$2,195
This course provides an overview of the dental profession, dental health and disease, anatomy and physiology, infection control, basic dental assisting, radiology, dental materials, dental assisting in a specialty practice, and dental office management. Upon completion you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.
- Emergency Management Training for First Responders Hours—300 Price—\$2,995
This emergency management program addresses all phases of emergency management—the social and environmental processes that generate hazards, hazard/vulnerability analysis, hazard mitigation, emergency response and disaster recovery, emergency response, disaster recovery, as well as emergency planning.



- HIPAA Compliance (4 user licenses) Hours—12 Price—\$899
The HIPAA Compliance online program provides doctors and their staff with a simple route to compliance.

- ICD-10 Medical Coding: Preparation and Instruction for Implementation Hours—200 Price—\$1,895
This online program teaches students how to prepare for and implement the massive changes to the existing coding system. Textbook included.

- Medical Billing and Coding Hours—240 Price—\$1,895
Students can learn medical billing and coding from the comfort of their own homes with this online, instructor-facilitated program. Students are prepared for an entry-level position doing medical billing and/or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. *All materials included. The coding reference materials provided will be current with the exam applicable at the time of enrollment.*

- Medical Terminology Hours—60 Price—\$895
The Medical Terminology online program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Textbook is included.

- Medical Transcription Hours—240 Price—\$1,895
This online, instructor-led program prepares students to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included.

- Nutrition for Optimal Health, Wellness, and Sport Hours—200 Price—\$2,695
Nutrition for Optimal Health, Wellness, and Sports online program has been designed to meet the growing demand of allied health/medical professionals, Registered Dietitians, fitness professionals, personal trainers, and the general public who want to learn about developing individualized nutritional programs for clients, patients, or for personal improvement.

- Personal Fitness Trainer Hours—150 Price—\$2,395
Content and curriculum within each section of this unique program are designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients. Students will also have the opportunity to take an optional field internship elective course. Materials included.

- Personal Training and Group Exercise Training for Older Adults Hours—260 Price—\$2,695
This program is designed to establish a national standard to ensure the development of safe and effective exercise programs for older adults.

- Pharmacy Technician Hours—300 Price—\$2,195
This online program teaches the skills needed to gain employment as Pharmacy Technician in either the hospital or retail setting. All materials included.

- Veterinary Assistant Hours—240 Price—\$2,095
This online program prepares students for an exciting new career as a veterinary assistant. Textbooks included.

- Women's Exercise Training and Wellness Hours—200 Price—\$2,695
This exciting new program is designed to ensure the development of safe and effective exercise programs for women



by personal trainers, allied health/medical and fitness professionals, and the general public.

Management and Corporate Programs

- **Lean Mastery** Hours—60 Price—\$1,995
Students learn the concepts and theories needed to transform an organization to Lean in this online, expertly-facilitated program.
- **Management for IT Professionals** Hours—390 Price—\$2,395
The Management for IT Professionals online training program is designed for anyone in IT who has recently assumed management responsibilities, is managing IT professionals, or who wants a perspective on some of the unique issues facing management in the IT field. Materials included.
- **Management Training** Hours—360 Price—\$2,395
The Management Training Online Program consists of 12 separate modules geared to provide you with needed vital information. Gain an understanding of financial and accounting terms, successful negotiation strategies for most environments, the marketing process, employment law, compliance and regulatory requirements, and licensing, permits, taxes, and learn the seven management disciplines that are essential to success.
- **Project Management** Hours—40 Price—\$1,795
This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep included.
- **Project Management with Microsoft Project 2007** Hours—100 Price—\$2,195
This training will improve your knowledge and skills in project management and prepare you for the next step in your professional development. You'll learn the terminology associated with this profession and the practical application of these concepts in the day to day planning and execution of projects. The training material is presented in 10 separate modules covering all of the essential aspects of project management.
- **Project Management -Microsoft Project 2007, w/Software** Hours—100 Price—\$2,595
The Project Management portion of this online certification training program provides a comprehensive education in project management. You'll learn the basics of project management and get preparation for the current edition of the Project Management Professional national certification exam. You'll master one of the most popular project management scheduling software products available today. Whether you're an occasional user or a full-time scheduler, your understanding of Project is vital to your ability to plan, manage, and track your projects effectively. This program is the essential Microsoft Project® training. You'll become familiar with how to really plan and track projects using Project's many features. Textbook and exam prep are included.
- **Six Sigma Green Belt** Hours—100 Price—\$2,195
Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online experience provides the skills needed to affect this highly valuable skill. All materials included.
- **Six Sigma Black Belt** Hours—200 Price—\$2,995
The Black Belt training program integrates online learning with hands-on data analysis. Materials provide an in-depth look at the DMAIC problem-solving methodology, as well as deployment and project development approaches. Workshops are incorporated extensively throughout the training to challenge the student's analytical and problem-solving skills.
- **Understanding Earned Value Management** Hours—30 Price—\$1,595
This industry-leading program prepares students for the Institute of Certified Travel Agents TAP Certification and

teaches the basic skills needed to operate a computer reservation system. All materials included.

Media and Design Programs

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| <u>Digital Arts Certificate</u> | Hours—225 | Price—\$6,195 |
| The Digital Arts Certificate program focuses on developing technical skill and creative artistry in digital photography and imaging. | | |

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| <u>Fine Arts Certificate</u> | Hours—420 | Price—\$4,795 |
| The Fine Arts Online Training Program will give you a foundation in art theory and technique. Core theory courses build a vocabulary in the visual arts, exploring the purpose and methodology of art-making. Digital photography training ensures that you can capture your artwork as well as use photography for art. Drawing classes instill a rigorous, traditional approach to representing still life and human figure subjects with attention to critical concepts of line, mass, form, perspective, value, and composition. Elective courses provide many options for self-expression in different art media. | | |

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| <u>Game Art Certificate</u> | Hours—420 | Price—\$5,745 |
| Gain the skills and knowledge to get started as a digital artist in today's fast-paced game development industry with the education you'll get in this Game Art Online Training Program. The program will help you build technical and artistic skills in 3D modeling, texturing, lighting, and animating using Autodesk Maya and Photoshop. Challenging, practical projects put you through your paces, helping you develop a high-quality portfolio of game art. You'll also benefit from mentoring and feedback from an industry-leading faculty of game art professionals. | | |

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| <u>Graphic Design with Photoshop CS3 Training</u> | Hours—200 | Price—\$1,995 |
| The Graphic Design With Photoshop CS3 Online Training Program begins with the fundamentals of graphic design and guides you through the terms and processes you'll need to develop a career. You'll also learn useful marketing strategies and information about art in the electronic age. Textbooks included. | | |

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| <u>Graphic Design with Photoshop CS4</u> | Hours—200 | Price—\$1,995 |
| The Graphic Design With Photoshop CS4 Online Training Program begins with the fundamentals of graphic design and guides you through the terms and processes you'll need to develop a career. You'll also learn useful marketing strategies and information about art in the electronic age. Textbooks included. | | |

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| <u>Graphic Design with Photoshop CS5</u> | Hours—200 | Price—\$2,095 |
| The Graphic Design With Photoshop CS4 Online Training Program begins with the fundamentals of graphic design and guides you through the terms and processes you'll need to develop a career. You'll also learn useful marketing strategies and information about art in the electronic age. Textbooks included. | | |

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| <u>Graphic Design with Photoshop CS5 with Software</u> | Hours—200 | Price—\$2,795 |
| The Graphic Design With Photoshop CS4 Online Training Program begins with the fundamentals of graphic design and guides you through the terms and processes you'll need to develop a career. You'll also learn useful marketing strategies and information about art in the electronic age. Textbooks included. | | |

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| <u>Multimedia Design Certificate</u> | Hours—420 | Price—\$5,745 |
| The Multimedia Certificate focuses on providing the conceptual, technical, and visual design skills required to create multimedia applications and environments. | | |

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| <u>Video Game Design and Development</u> | Hours—500 | Price—\$2,395 |
| Using a comprehensive and analytical approach to game engine architectures, this program offers you the | | |



opportunity to learn how to effectively implement game ideas. The curriculum is divided into eight modules covering five major areas of study: programming languages, mathematics skills, 3D graphics pipeline programming, real-time game engine architectures, and artificial intelligence algorithms.

- **Web Database Developer** Hours—200 Price—\$2,295
The Web Database Developer online program provides students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet.
- **Webmaster** Hours—150 Price—\$2,095
This online Webmaster program begins by teaching simple webpage development and progresses by introducing new concepts by involving students in active webpage implementation using HTML and Dynamic HTML. Textbook included.
- **Web Design Certificate** Hours—420 Price—\$5,895
The Website Design online training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. Students learn professional applications for Adobe Photoshop, Macromedia Dreamweaver and Flash, or equivalent software tools.

Hospitality Programs

- **Certified Wedding Planner** Hours—300 Price—\$1,695
Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business.
- **Interior Design** Hours—350 Price—\$2445
Learn how to create spaces for living, working, and enjoyment with the Interior Design Online Training Program. The program focuses on design theory, design process methods, and design studio work. You'll study design elements and principles, color theory, programming, space planning, and the design of residential, commercial, and retail spaces. This program will prepare you for entry-level employment in the booming design industry. Textbooks are included.
- **Travel Agent Training** Hours—200 Price—\$1,895
This industry-leading program prepares students for the Institute of Certified Travel Agents TAP Certification and teaches the basic skills needed to operate a computer reservation system. All materials included.

Skilled Trades and Industrial Programs

- **Biofuel Production Operations** Hours—400 Price—\$2,945
The Bio Fuel Production Operations Program will give you the training you need to begin an exciting career in biofuel production. As a biofuel production operator, your job will be to ensure the quality and purity of the biofuel your plant produces. This involves inspecting and repairing equipment, operating computer systems, and handling lab equipment. This online course will ensure you have the skills you need to handle these tasks.
- **Carpentry** Hours—80 Price--\$1595
Students will prepare for careers in residential carpentry as they master basic construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.
- **Certified Auto Glass Technician** Hours—120 Price—\$1,895
Master the skills you need to begin a lucrative career as an auto glass technician! This program, offered in



partnership with the National Glass Association, will teach you everything from basic safety skills to specialized techniques for repairing and installing auto glass. When you're done, you'll be fully prepared to take the Auto Glass Installer Certification Exam. A 40-hour unpaid internship (where available) is included in the program. In addition, you'll receive an installation manual and a voucher to take the Auto Glass Installer Certification Exam.

- **Certified Window and Door Installer** Hours—120 Price—\$1,995
Master the skills you need to begin a lucrative career as an auto glass technician! This program, offered in partnership with the National Glass Association, will teach you everything from basic safety.
- **Chemical Plant Operations** Hours—400 Price—\$2,895
This online training program will teach you the skills you need to gain employment as a Chemical Plant Operator. Chemical Plant Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry.
- **Freight Broker/Agent Training** Hours—150 Price—\$1,995
Become a part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker, or as a freight broker agent.
- **Home Inspection** Hours—200 Price—\$2,395
This program covers the principal components of home inspection procedures and processes.
- **HVAC Technician** Hours—320 Price—\$3,395
This program is designed to prepare learners using an online, mentor facilitated, self-paced environment for entry-level positions in the HVACR industry, continuing education for upgrading skills, or becoming Certified or Licensed (NATE, etc).
- **Modern Automotive Service Technician** Hours—380 Price—\$2,995
The Modern Automotive Service Technician online program teaches the construction, operation, diagnosis, service, and repair of late-model automobiles and light trucks. This program begins with the fundamental principles of system operation and progresses to complex diagnostic and service procedures.
- **Natural Gas Plant Operations** Hours—400 Price—\$2,995
The Natural Gas Plant Operations online course provides the knowledge and skills you'll need to begin an exciting career in natural gas plant operations. This course provides fundamental technical background. To take this course no prior science or math education is necessary - the course includes all of the necessary basic science and technology elements.
- **Oil Refinery Operations** Hours—400 Price—\$2,895
Oil Refinery Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. The necessary science concepts are built into the course modules.
- **Power Plant Operations** Hours—400 Price—\$2,895
Power Plant Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. The necessary science concepts are built into the course modules.

Sustainable Energy and Going Green

- **Building Analyst Quick Start Program (BPI BA Certification)** Hours—60 Price—\$1,545



Written in partnership with nationally recognized building science experts, these two BPI online training courses are full of scientific facts, interactive exercises, pictures, videos, graphics, and text. Recognized by the North American Technician Excellence and Building Performance Institute for continuing education hours. You'll also receive a study guide and a one year subscription to Home Energy Magazine.

- Certified Indoor Air Quality Manager Hours—16 Price—\$1,245
Certification Preparation Program - In this Certified Indoor Air Quality Manager online training and certification program, you'll learn how to respectfully, thoroughly and expeditiously handle indoor air quality complaints. Excellent course for facility managers, building engineers or health & safety officers.

- Certified Green Supply Chain Professional Hours—60 Price—\$1,745
Gain the skills and knowledge you'll need to "green" an organization's supply chain with this Supply Chain Management Certification preparation online training program. This course gives you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, material management, procurement/buying, transportation and logistics, and new product development.

- Certified Indoor Environmentalist Hours—32 Price—\$1,245
Certification Preparation Program - Become an indoor air quality (IAQ) or green building consultant. Gain a better understanding of how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems with this Certified Indoor Environmentalist (CIE) online certification program. Exams are arranged through ACAC at computerized testing centers throughout the US.

- Performing Comprehensive Building Assessments Hours—30 Price—\$1,145
The new Performing Comprehensive Building Assessments (PCBA) program introduces students to the comprehensive building assessment process. This intermediate course is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home's performance, prioritizing improvements, and preparing a work scope that will guide the homeowner's decision making process for making the improvements.

- Principles of Green Buildings Hours—30 Price—\$995
Developed and written in partnership with nationally recognized building science experts from **Advanced Energy**. Incorporates scientific facts, pictures, videos, graphics, and text; everything an individual in the building, remodeling, or trade industry needs to know to make buildings perform more efficiently is introduced in this course designed to help prepare individuals for various NATE, NARI, BPI, RESNET, and other industry credentials for green building. NATE recognized for 28 hours of (CEUs) applicable to NATE recertification. Materials are included.

- Senior Certified Sustainability Professional Hours—110 Price—\$2,945
Certification Preparation Program - This online Senior Certified Sustainability Professional training and development program will prepare you for an exciting career as a leader in the green collar economy. As a Certified Sustainability Professional, you will be responsible for setting the course and coordinating an enterprise's sustainability strategy.

- Solar Power Professional Hours—120 Price—\$1,895
In this course you'll master the fundamentals of electricity and solar energy, including how to calculate simple circuit values and predict solar position using solar path diagrams. Upon completion of this program, you'll have a thorough understanding of PV applications, working safety as it pertains to this field, basic electricity, and PV module fundamentals. You'll learn the fundamentals of photovoltaic solar powered energy systems, gaining the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

- Wind Energy Apprentice Hours—240 Price—\$2,595
Wind energy companies are growing exponentially to meet America's demand for clean, renewable, and domestic



energy. This entry level Wind Energy Apprentice online training course prepares you for a career in the wind energy industry.

2010 Greenways Online Short Courses

ACCOUNTING

Accounting Fundamentals (US) 24 hours \$150

Learn the basics of double-entry bookkeeping, while also 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. We will cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Suitable for either a small business or an individual household, this course is sure to increase financial awareness and accountability.

Accounting Fundamentals II (US) 24 hours \$150

This course will 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. You will 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 24 hours \$150

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 Peachtree Accounting 2009 24 hours \$150

Once you understand Peachtree, you will be able to do your regular accounting tasks yourself with far less struggle and only pay your accountant for advice on making your business more profitable. So join us for this hands-on training in how to perform all your basic accounting tasks using Peachtree Accounting software. First, you will set up vendors, customers, and inventory items. You will see how easy it is to record typical tasks such as goods purchased, bills paid, items sold, and payments collected. You will also learn how to handle end-of-month procedures. You will be amazed how much easier your business life can become in just six weeks!

Introduction to QuickBooks 2009 (US) 24 hours \$150

In this QuickBooks class, you will get the training you 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. You will learn how to use QuickBooks 2009 to gain control over all financial aspects of your business!

Introduction to QuickBooks 2010 (US) 24 hours \$150

Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

Performing Payroll in QuickBooks 2009 (US) 24 hours \$150

By using the payroll feature in QuickBooks 2009, you can create paychecks, pay tax liabilities, and generate dazzling payroll reports with little effort. In this course, you will learn the steps you need to follow to properly set up your payroll system in QuickBooks--steps 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. Even if you are already using the QuickBooks' payroll feature, you will gain a lot when we delve into troubleshooting and solving common problems and mistakes!

QuickBooks 2009 for Contractors (US) 24 hours \$150

In this six-week course, you will learn how to use the Premier Contractor Edition of QuickBooks 2009 effectively to meet the accounting needs of your contracting business and run it more efficiently. We will discuss creating custom and professional-looking contract estimates and the different methods for billing your clients, including using the QuickBooks progress invoicing and job-costing features. You will find out how to deal with tricky situations, like change orders and retainage requirements, and how to properly set up accounts, items, customers, and jobs. Along the way, you will see how to avoid many of the big and often costly mistakes contractors commonly make with QuickBooks. Finally, we will explore how specific transactions impact all of your various accounts and cover some techniques for protecting your business from fraud, preparing for tax time, and generating useful and dynamic reports.

BUSINESS AND MANAGEMENT

Achieving Success with Difficult People 24 hours \$150

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 24 hours \$150

Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Determine how economic forecasting and the world economy affect an enterprise; understand the basics of accounting including the general ledger, the accounting equation, key accounting terms, and the types of accounting; and learn how balance sheets, income statements, cash flow management, and financial controls help keep your organization moving in a positive direction. 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 understand the basics of international business.

Administrative Assistant Fundamentals 24 hours \$150

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. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Building Teams That Work 24 hours \$150

Teams are becoming a staple in today's workplace. In this course, you will 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.

High Speed Project Management 24 hours \$150

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. It's also an excellent choice for existing PMI credential holders looking

Distribution and Logistics Management 24 hours \$150

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).

Employment Law Fundamentals (US) 24 hours \$150

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. You will gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues. You will learn effective communication techniques, negotiation strategies, and what to expect if you do go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.



Fundamentals of Supervision and Management 24 hours \$150

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Fundamentals of Supervision and Management II 24 hours \$150

In this six-week online course, you will learn how to be a more effective manager or supervisor. You will master the basics of communication, because effective communication is essential in your quest to be a good manager or supervisor. In addition, we will discuss how you can develop your interpersonal skills, by understanding and dealing with the various people issues that arise at work. We are going to 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.

Going Green at the Workplace 24 hours \$150

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.

High Speed Project Management 24 hours \$150

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. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you will receive a certificate indicating your completion of PDUs equal to the number of hours of this course.

Get Paid to Travel 24 hours \$150

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 24 hours \$150

In this course, you will 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.

High Speed Project Management 24 hours \$150

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. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you will receive a certificate indicating your completion of PDUs equal to the number of hours of this course.

Individual Excellence 24 hours \$150

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 24 hours \$150

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.

Introduction to Adobe Acrobat 9 24 hours \$150

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? No problem. Create a new file? That's easy. Add a page from this file and an image from that file? Not a big deal. 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. You will see how to protect your work using password security. For the grand finale, you will discover how to wrap a set of PDF files (and other documents, too) into a PDF Portfolio, complete with a Flash interface and display features.

Introduction to Business Analysis 24 hours \$150

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 program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you will receive a certificate indicating your completion of PDUs equal to the number of hours of this course.

Keys to Effective Communication 24 hours \$150

If you often find yourself at a loss for words or lack confidence in your communication abilities, you will appreciate



this course. With the help of a patient instructor and a supportive community of your fellow students, you will work step by step through the process of becoming a great conversationalist. You will 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.

Leadership 24 hours \$150

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 24 hours \$150

As a manager, you probably interact with customer service personnel every day. But are you empowering your organization with quality customer service suggestions? In this online course, you will 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 24 hours \$150

In this six-week online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You will also 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 24 hours \$150

In this six-week, instructor-facilitated online course, you will 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. You will also find out how ISO 9000 and enterprise resource planning (ERP) make the most of a manufacturer's potential.

Mastery of Business Fundamentals 24 hours \$150

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You will learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You will understand how successful organizations use performance measurements to stay on track. You will also master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You will discover various financial investment models and you will learn the basics of financial planning and budgeting methods. You will even gain an understanding of the basic principles of business law, contracts, and the principal-agency relationship. And you will explore the forms of business organization and learn about ethics and organizational politics.

PMP Certification Prep 1 24 hours \$160

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 (PMBOK® 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 will encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

PMP Certification Prep 2 24 hours \$160

Prepare to take--and pass--the Project Management Institute's PMP® certification exam. Master chapters seven through twelve of *A Guide to the Project Management Body of Knowledge*, the most essential resource for the PMP® certification exam. Learn all 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 will encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.

Principles of Sales Management 24 hours \$150

Learn how to deliver superior sales-team results from a sales management veteran. This exciting six-week online course begins with a detailed examination of sales management's roles and responsibilities. You will learn how to prepare and lead better sales meetings and how to resolve team conflict. You will also learn how to develop sales plans and budgets, recruit and interview new sales professionals, and set team goals and objectives. Finally, you will have mastered the art of sales training. At the end of this course, you will have the tools you need to effectively motivate and manage sales teams.

Project Management Applications 24 hours \$150

In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You will 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. You will become proficient at recruiting project team members and empowering them to succeed. You will understand the stages of team development, and you will gain skills in developing and motivating team leaders. You will learn how to understand and relate to an organizational culture and the differing characteristics of its work groups. You will also learn about project software, statistics, change management, processes, and estimating. And you will gain valuable experience with project planning, control and data analysis tools.

Project Management Fundamentals 24 hours \$150

An experienced Project Management Professional will help you master the essentials of project management. You will become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project. You will learn about project politics and ethics, project measurements, and project closure. You will be able to develop all sections of a project plan, you will become comfortable with the project management body of knowledge, and you will develop a variety of powerful techniques to generate project ideas. If you are new to project management, this course will provide you with the essential information you will need to prepare for and complete your first project. If you are an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

Purchasing Fundamentals 24 hours \$150

Learn how 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.

Successful Construction Business Management (US) 24 hours \$150

Your contracting business can gain a powerful and permanent advantage over the competition by practicing expert business management. Learn how to build your company's business skills up to the same high level as your trade skills. This course gives you hands-on, practical management tools to help you design and construct a superior business operation that serves your customers better and keeps them coming back. This course will show each person on your business team how to understand your entire operation so they can help improve the management process.

Supply Chain Management Fundamentals 24 hours \$150

Learn which actions to take when confronted by almost any situation. Understand how to represent top management's interests on the shop floor, and how to translate such initiatives as strategic planning, sales and operations planning, and new product introduction into achievable, operational plans. Understand all the necessary elements to fulfill the requirements of a formal supply chain cycle beginning with developing long-range production, sales, and capacity plans and ending with planning, implementing, and controlling daily manufacturing schedules. 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 24 hours \$150

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

Understanding the Human Resources Function 24 hours \$150

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.

BUSINESS WRITING

Business and Marketing Writing 24 hours \$150

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. 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 24 hours \$150

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 24 hours \$150

This course will teach you the skills you need to succeed as a technical writer. Learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. You will 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. 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)

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You will explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like 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. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

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.

Writing Essentials 24 hours \$150

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.

Writing Essentials 24 hours \$150

Master the essentials of writing, and become the stellar wordsmith you always wanted to be! 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.

GRANT WRITING & NONPROFIT

A to Z Grant Writing (US) 24 hours \$150

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. No matter whom you are or what level of experience you have, you will find the A to Z of writing and submitting successful proposals here!

Advanced Grant Proposal Writing (US) 24 hours \$150

In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You will 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. You will also discover the quickest and most efficient ways to gather the information you will need to develop your proposal's attachments, including information on your organization's structure, administration, and finances. And you will 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. You will also learn about the importance of obtaining community and political support before submitting a proposal to any government agency.

Becoming a Grant Writing Consultant (US) 24 hours \$150

Good grant writing consultants are always in demand. Learn how you can 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) 24 hours \$150

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.



Introduction to Nonprofit Management (US) 24 hours \$150

In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. You will 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.

Wow, What a Great Event! 24 hours \$150

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.

Writing Effective Grant Proposals (US) 24 hours \$150

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.

Introduction to Adobe Acrobat 9 24 hours \$150

Discover how to bring together a wide range of content from dozens of programs that you can reuse and customize in Acrobat 9 Pro. 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. For the grand finale, you will discover how to wrap a set of PDF files (and other documents, too) into a PDF Portfolio, complete with a Flash interface and display features.

HEALTH AND WELLNESS

Explore a Career as an Administrative Medical Assistant 24 hours \$150

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, verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits. You will learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies, 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, why it's important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis. Finally, we will delve into the basics of keeping a medical office running smoothly.



Explore a Career in Medical Transcription 24 hours \$150

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!

HEALTH CARE

Become a Physical Therapy Aide 24 hours \$150

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. You will get training on how to communicate effectively with other health care professionals and patients. You will also 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. You will 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. We will then move on to a discussion of exercise and close with a study of balance and coordination disorders.

Become an Optical Assistant (US) 24 hours \$150

We will take a comprehensive look into the diverse world of optical assisting—a world that's becoming more exciting all the time. We will cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You will discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. You will become familiar with all the things optical assistants must know about frames, styles, lenses, contact lenses, and working with people. You will also discover how our amazing eyes work and come to understand some common eye conditions. In addition, we will delve into specialty areas that optical assistants can work in such as refractive surgery centers, low vision clinics, and vision training practices. And finally, we will cover how to become certified and licensed, which will open up even more opportunities for you and identify you as an expert.

Explore a Career as an Administrative Medical Assistant 24 hours \$150

In this course, you will master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you will discover how to create, maintain, and file medical charts. You will also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits. After that, we will go behind the scenes as you learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. Next, 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, why it's important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis. Finally, we will delve into the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements.

Explore a Career in Medical Coding (US) 24 hours \$150

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 each of the main systems of the human body. We will go through lots of examples and coding exercises to get you using your coding tools in conjunction with your analytical skills. You will get hands-on experience to give you the confidence to code with confidence.

Explore a Career in Medical Transcription 24 hours \$150

In this course, you will learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. We will review a lot of the grammar you might have forgotten since high school and apply it to the reports. This knowledge will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, and hospitals. 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 you can eventually even take on your own clients—all from the comfort of your own home.

HIPAA Compliance 24 hours \$150

What exactly does HIPAA require? In this course, we will demystify the compliance process. We will focus specifically on the Administrative Simplification portion of HIPAA, starting by defining the lingo of HIPAA and identifying the important players. Then 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, which governs patient rights, disclosure of protected health information (PHI), business associates, and many other relationships within the health care industry. Since computers are an integral part of health care these days, we will see how they fit into the Security Rule. We will also examine administrative safeguards, physical safeguards, technical safeguards, and policy and procedure creation—all of which are crucial components of the Security Rule.

JOB SEARCH

Making Age an Asset in Your Job Search 24 hours \$150

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 24 hours \$150

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 24 hours \$150

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.

LAW AND LEGAL

Employment Law Fundamentals (US) 24 hours \$150

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. You will gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues. You will learn effective communication techniques, negotiation strategies, and what to expect if you do go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

Workers' Compensation (US) 24 hours \$150

Anyone considering a career as a paralegal should have a firm understanding of workers' compensation law. The reason is simple: 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. This course presents workers' compensation in a straightforward and enjoyable manner. It follows up on other courses taught by a popular legal instructor who has created criminal law and legal nurse consulting courses that have earned strong praise from students.

PERSONAL ENRICHMENT

Achieving Success with Difficult People 24 hours \$150

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.

Get Assertive! 24 hours \$150

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!



Interpersonal Communication 24 hours \$150

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.

Keys to Effective Communication 24 hours \$150

If you often find yourself at a loss for words or lack confidence in your communication abilities, you will appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you will work step by step through the process of becoming a great conversationalist. You will 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.

Math Refresher 24 hours \$150

This course will show you how to use math to your advantage. You will be able to check your paystub, invoices, and bank statements for errors and overcharges, and you will become more skilled at handling money and comparing investment opportunities. You will learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You will find out how to calculate interest rates and you will develop a better understanding of mortgages, credit cards, and other types of loans. You will discover a handy method for converting one type of measurement to another, and you will be able to calculate areas correctly so you don't overspend on your next home improvement project. You will become adept at interpreting graphs, calculating the probability that something will (or won't) happen, and understanding the statistics embedded in test results, polls, and even news stories.

Merrill Ream Speed Reading 24 hours \$150

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.

Skills for Making Great Decisions 24 hours \$150

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. You will also see why our instincts and intuition sometimes deceive us and how self-knowledge can help us guard against becoming overly confident. You will discover the steps necessary to achieve your goals, as well as the power that ordinary, everyday decisions can have over the quality of your life. You will 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. You will develop some important guidelines for when to take risks, when to trust your luck, and what to do if you make a mistake. The goal of this course is to give you the power to live the best life you can and make the very most of every opportunity.

PERSONAL FINANCE



Debt Elimination Techniques That Work (US) 24 hours \$150

If you are like most people, you are drowning in a sea of debt and looking for someone to throw you a lifeline. Well, this course is that lifeline. You will not be pointed to debt consolidation in this course. It just does not make sense to use more debt to solve a debt problem. This course will teach you a specific and workable strategy that will get you out of all debt--including your mortgage--in the shortest possible time. The strategy presented is not new, nor is it rocket science. It is a simple, easy-to-understand method that just flat out works. However, getting out of debt is only part of the answer. You will also be pointed down a new path concerning spending, saving and handling money that will keep you out of debt forever. It does little good to be rescued only to be thrown back into the same situation again. If you want to stop the financial hemorrhaging, keep more of your hard-earned money, reduce stress, get more enjoyment out of life, and possibly even save your marriage, this is the course for you. Note: no insurance, investments, or get-rich-quick schemes will be offered.

Keys to Successful Money Management (US) 24 hours \$150

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) 24 hours \$150

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.

Where Does All My Money Go? (US) 24 hours \$150

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. You can't afford not to take this course and change your habits. This course is an investment in your future and you will save the cost of the course many times over by applying what you learn.

START YOUR OWN BUSINESS

Creating a Successful Business Plan 24 hours \$150

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) 24 hours \$150

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.

Start and Operate your Own Home-Based Business (US) 24 hours \$150

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 Small Business (US) 24 hours \$150

In this class you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, we will discuss traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business. You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. In the final lesson, you will learn time-management techniques especially for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones.

TEST PREP

GED Preparation (US) 24 hours \$150

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!

GMAT Preparation (US) 24 hours \$150

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) 24 hours \$150

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) 24 hours \$150

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.

Prepare for the GED Language Arts, Writing Test (US) 24 hours \$150

Worried about the GED Language Arts, Writing test? Don't be! This course will help you prepare to take both parts of this two-part exam. You will learn the basics of usage and mechanics of the English language and then find out how to apply that knowledge in order to edit passages for the multiple choice portion of the test. After covering the basics, you will then focus on the three kinds of questions that will be encountered on the multiple choice test: correction, revision and construction shift. You will then learn a step-by-step approach to writing that will give you the confidence you need to craft a winning GED essay! You will understand all the elements of the GED essay, including how the essay is scored, and what types of topics you are likely to encounter. Lastly, you will apply your new editing skills and knowledge of usage and mechanics of the English language to proofread and evaluate your own essay.

Prepare for the GED Math Test 24 hours \$150

Master the skills required to successfully pass Test 5 in the GED test series. You will start off with a review of math basics and begin building the foundation you will need to solve the types of math problems commonly found on the test. In the process, you will develop hands-on experience with fractions, decimals, percents, proportions, statistics, algebra, and geometry. Then, you will get a chance to apply your knowledge by practicing with the same kind of questions you may encounter on the GED test. By the time you finish this course, you will be much more comfortable with your math skills, and you will know how, when, and why to use each math concept you learn.

SAT/ACT Preparation - Part 1 24 hours \$150

SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. The ACT verbal sections are called the Reading Test, the English Test, and the Science Test. The Reading Test and the English Test assess your knowledge of English usage, grammar, and reading comprehension. This course will provide you with a grammar and usage review. You will also learn how to maximize your time on reading comprehension passages and the passages in the science test. If you choose to take the essay test, our course will show you how to do your best writing in the short period of time you will be given. The new SAT verbal sections are called Writing and Critical Reading. The Critical Reading section consists of sentence completions and reading comprehension of both long and short passages. You will learn how to answer both types of questions in the most time-efficient manner. The SAT also contains a new Writing section, which includes a student-written essay and multiple-choice questions about grammar and English usage. This course will prepare you to write the type of essays that grading officials are looking for, and will provide you with a grammar and usage review that's specific to the rules you will be tested on in the new SAT. In addition to preparing you for specific question types on both exams, this course will give you pointers in time management, anxiety relief, scoring, and general standardized test-taking.



SAT/ACT Preparation - Part 2 24 hours \$150

SAT/ACT Preparation Part 2 will give you all the information you need to do well on the math questions of the ACT and the SAT. The ACT math tests your knowledge of arithmetic, algebra, geometry, trigonometry, and basic statistics. This course provides you with a complete math review of all these subjects. We will also show you how to use your time wisely so that you finish as many math questions as possible in the 60 minutes the ACT gives you for the math test. Beginning with the March 2005 exam, the SAT math questions have changed a bit. They eliminated the quantitative comparison questions and added questions on functions and graphing functions. The lessons in this course are designed to prepare you for those changes. In addition to reviewing arithmetic, algebra, geometry, and basic statistics, we will cover functions and other algebra II subjects now tested on the SAT. In addition to preparing you for specific question types on both exams, this course will give you pointers on time management, anxiety relief, scoring, and general standardized test-taking.

VETERINARY

Become a Veterinary Assistant 24 hours \$165

This course, taught by a practicing veterinarian and college instructor. You will learn about vaccinations, fleas, cuts, emergency situations, pet nutrition, parasites and more. You will explore current thoughts on 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. Learn to interpret medical prescriptions that look like Greek scribbles to the untrained eye. 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 24 hours \$165

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 24 hours \$165

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, and taking a patient's TPR (temperature, pulse, and respiration). Other handy skills we will cover include expressing anal glands, bathing, cleaning ears, giving medication, establishing the sex of a young kitten, puppy, or bunny, determining age, and trimming nails.

WEB AND COMPUTER PROGRAMMING

Creating Web Pages 24 hours \$150

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you will learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you will plan the content, structure and layout of your Web site, create



pages full of neatly formatted 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 24 hours \$150

Regardless of your current skills or level of knowledge, 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 C++ Programming 24 hours \$150

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 CSS and XHTML 24 hours \$150

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. Almost every Web development tool--including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer--offer support for, and occasionally require the use of, CSS and XHTML.

Introduction to Java Programming 24 hours \$150

If you want to learn computer programming but don't have any prior experience, you will enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a 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. By the time we are done, you will be comfortable with Java programming and ready for more!

Introduction to Microsoft Expression Web 24 hours \$150

Learn to create Web sites with Microsoft Expression Web. First, you will learn how to design surprisingly professional Web sites with Expression Web's templates, saving you lots of time and effort. 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.

Introduction to Perl Programming 24 hours \$150

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.