

To register for any of the Online Learning courses listed below, go to the [ed2go](#) website or contact the VGCC Computer Center at (252) 738-3417 or (252) 738-3345, or send an e-mail to the [Occupational Extension Computer Program Coordinator](#) . Check out the [registration](#) procedures on this website for additional information.

A to Z list of ed2go course offerings

Courses	Brief Description
A to Z Grant Writing	Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.
A Writer's Guide to Descriptive Settings	Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.
Accounting Fundamentals	Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
Accounting Fundamentals II	Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.
Achieving Success with Difficult People	Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.
Achieving Top Search Engine Positions	Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.
Administrative Assistant Applications	Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.
Administrative Assistant Fundamentals	Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
Advanced Fiction Writing	Explore advanced fiction writing techniques with a published novelist.
Advanced Grant Proposal Writing	Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
Advanced Microsoft Excel 2003	Increase your potential and maximize your value by becoming an expert Microsoft Excel user.
Advanced Microsoft Excel 2007	Discover the advanced features and functions of Microsoft Excel 2007 and find out everything this powerful program can do for you.
Advanced Microsoft Word 2003	Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Advanced PC Security	Use ethical hacking techniques to locate and close security holes in your own network.
An Introduction to Teaching ESL/EFL	Learn how to be an effective English language teacher from an expert in the field.
Assisting Aging Parents	Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.
Become a Physical Therapy Aide	Prepare for a rewarding career as a valued member of the physical therapy team.
Become a Veterinary Assistant	Practicing veterinarian prepares you to work in a veterinary office or hospital.
Become a Veterinary Assistant II: Canine Reproduction	Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.
Become a Veterinary Assistant III: Practical Skills	Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.
Become an Optical Assistant	Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.
Becoming a Grant Writing Consultant	Increase your income while working from home by starting a grant writing consulting business.
Beginner's Guide to Getting Published	Published writer shows you how to give yourself the credibility you need to get your books and articles published.
Beginning Conversational French	Discover how easy it can be to learn common words and phrases for both leisure and business.
Beginning Writer's Workshop	Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.
Breaking Into Sitcom Writing	Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.
Building Teams That Work	Learn the secrets of dynamic team building.
Business and Marketing Writing	Write great marketing copy to improve your company's image and your chances of getting hired or promoted.
Business Law for the Small Business Owner	Learn how to successfully protect your small business and solve most of the legal problems that may arise.
Computer Skills for the Workplace	Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Constitutional Law: Bill of Rights	Learn about the fundamentals of Constitutional Law, with emphasis on the Bill of Rights.
Conversational Japanese	Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.
Creating a Classroom Web Site	Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.
Creating a Successful Business Plan	Turn your business ideas into a solid plan for financing and long-term success.
Creating K-12 Learning Materials	Increase student performance and earn extra income by converting your ideas for instructional aids into reality.
Creating the Inclusive Classroom: Strategies for Success	In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.
Creating User Requirements Documents	An experienced developer teaches you how to use discovery and documentation to meet or exceed customer expectations.
Creating Web Graphics with Photoshop CS3	Learn how to use Photoshop to create graphics for the Web.
Creating Web Pages	Learn the basics of HTML so you can design, create, and post your very own site on the Web.
Creating Web Pages II	Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.
Debt Elimination Techniques That Work	Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.
Design Projects for Adobe Illustrator CS2	Practice while you learn the fundamentals of Adobe Illustrator CS2 with useful design projects.
Designing Effective Websites	Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.
Differentiated Instruction in the Classroom	Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.
Discover Digital Photography	An informative introduction to the fascinating world of digital photography equipment.
Distribution and Logistics Management	Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational

throughput.

Drawing for the Absolute Beginner	Gain a solid foundation in drawing and become the artist you've always dreamed you could be!
Easy Classroom Podcasting	In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.
Effective Business Writing	Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.
Effective Selling	Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.
Employment Law Fundamentals	Learn the basics of employment law so you can legally hire, evaluate, and manage employees.
Empowering Students With Disabilities	Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.
Enhancing Language Development in Childhood	Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.
Enjoying European Art Online	An introduction to the most important works of European art, with a wealth of commentary and interesting historical information.
Evidence Law	Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare cases for trial.
Explore a Career as a Pharmacy Technician	Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician.
Explore a Career as an Administrative Medical Assistant	Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office, from appointment scheduling and chart creation to medical billing and coding.
Explore a Career in a Dental Office	Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.
Explore a Career in Medical Coding	Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Forensic Science for Writers

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

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity.

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

Going Green at Home

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly.

Going Green at the Workplace

Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators.

Goodbye to Shy

Become more confident in social, professional, and romantic situations.

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

Grammar Refresher	Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.
GRE Preparation - Part 1 (Verbal and Analytical)	Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2).
GRE Preparation - Part 2 (Quantitative)	Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2).
Growing Plants for Fun and Profit	An industry professional teaches you everything you need to prosper in the backyard nursery business.
Guided Reading and Writing: Strategies for Maximum Student Achievement	Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.
Guided Reading: Strategies for the Differentiated Classroom	Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.
Guiding Kids on the Internet	Gain confidence and experience so you can help your children discover all the Internet has to offer.
Handling Medical Emergencies	Every second counts during a medical emergency. Learn how to respond if someone needs your help.
Healing Through Hypnosis	Learn to use hypnotic suggestion on yourself and others with amazing results.
Help for the Helpdesk	Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively.
High Speed Project Management	Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.
HIPAA Compliance	Learn how to comply with the duties, rights, and responsibilities of HIPAA.
Homeschool With Success	Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.
Human Anatomy and Physiology	Gain a greater appreciation and understanding of the marvelous complexity of the human body.
Human Anatomy and Physiology II	Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age
Individual Excellence	Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.
Instant Italian	Learn Italian from the comfort of your home in this fun and enjoyable online

course.

Integrating Technology in the Classroom	In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.
Intermediate C# Programming	Learn to write Graphical User Interface programs in the C# Programming Language.
Intermediate CSS and XHTML	Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites.
Intermediate Dreamweaver CS3	Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.
Intermediate Dreamweaver CS4	Take your Web design skills to the next level as you master Adobe Dreamweaver, exploring pure CSS layout and learning how to incorporate multimedia elements such as Flash video and audio.
Intermediate Java Programming	Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.
Intermediate Microsoft Access 2003	Learn to solve real-world business problems with Microsoft Access 2003.
Intermediate Microsoft Access 2007	Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.
Intermediate Microsoft Excel 2003	Work faster and more productively by learning to use some of Excel 2003's most powerful tools.
Intermediate Microsoft Excel 2007	Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.
Intermediate Microsoft Word 2003	Take advantage of Word 2003's publishing capabilities to create eye-catching documents.
Intermediate Microsoft Word 2007	Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.
Intermediate Networking	Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.
Intermediate Oracle	Learn how write powerful and flexible PL/SQL programs.
Intermediate Photoshop CS3	Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Intermediate Photoshop CS4	Learn advanced techniques for using Adobe Photoshop CS4 to edit your images and photos.
Intermediate PHP and MySQL	Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.
Intermediate SQL	Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.
Intermediate Visual Basic 2005	Discover how to write VB programs that can access and modify a database.
Intermediate Visual Basic 2008	Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.
Intermediate Windows Vista	Master the skills you need to work with files, folders, disks, programs, and shortcuts in Windows Vista.
Interpersonal Communication	Become aware of the conscious and unconscious codes of meaning we send when communicating with others.
Introduction to Adobe Acrobat 9	Create PDF documents and more with Adobe Acrobat 9 Pro, and learn to use many of the software's time- and cost-saving features.
Introduction to Ajax Programming	Learn Ajax programming and discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP, and more) to create Web applications with desktop-like performance.
Introduction to Algebra	Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.
Introduction to Alice 2.0 Programming	Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.
Introduction to ASP.NET	Learn how to create powerful, interactive, community-based Web sites with ASP.NET.
Introduction to Business Analysis	Learn powerful techniques to improve your decision-making skills at work.
Introduction to C# Programming	Learn the fundamentals of computer programming with the new C# programming language.
Introduction to C++ Programming	Learn to program in C++, even if you have no prior programming experience!
Introduction to CorelDRAW X3	Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.
Introduction to Criminal Law	An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Introduction to Criminal Law II	Step inside the day-to-day world of detectives, prosecutors and defense attorneys with this in-depth look at criminal procedure.
Introduction to Crystal Reports 10	Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.
Introduction to CSS and XHTML	Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.
Introduction to Database Development	An experienced professional guides you through a structured approach to database design and development.
Introduction to Dreamweaver 8	Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.
Introduction to Dreamweaver CS3	Learn Adobe Dreamweaver from a Web design pro, and get the training you need to develop first-class Web sites!
Introduction to Dreamweaver CS4	Learn to use Adobe Dreamweaver CS4 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.
Introduction to Dreamweaver CS5	Learn to use Adobe Dreamweaver CS5 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.
Introduction to Flash 8	Learn how to create exciting interactive animations from a working Flash designer and author.
Introduction to Flash CS4	Learn how to use Adobe Flash CS4 software to create engaging Web sites, Flash movies, animation, and interactive applications.
Introduction to Flash CS5	Learn how to use Adobe Flash CS5 to create engaging Web sites, Flash movies, animation, and interactive applications.
Introduction to Flash MX 2004	Learn to quickly create dynamic, entertaining, and interactive Web sites with Flash MX 2004.
Introduction to Illustrator CS3	In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.
Introduction to Illustrator CS4	Master the fundamentals of Adobe Illustrator CS4 and learn to create spectacular vector images.
Introduction to InDesign CS3	In this Adobe InDesign CS3 class, you'll get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.
Introduction to InDesign CS4	Learn how to use Adobe InDesign software to design and produce professional quality letterhead, brochures, newsletters, business cards, and

more.

Introduction to Internet Writing Markets	A professional writer shows you how to make money writing on the Internet.
Introduction to Java Programming	An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.
Introduction to Journaling	Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.
Introduction to Linux	Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.
Introduction to Microsoft Access 2003	Learn how to store, locate, print, and automate access to all types of information.
Introduction to Microsoft Access 2007	Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.
Introduction to Microsoft Excel 2003	Discover the secrets to setting up fully formatted worksheets quickly and efficiently.
Introduction to Microsoft Excel 2007	Work with numbers? You need to know Excel. Learn the secrets of this powerful application.
Introduction to Microsoft Excel 2010	Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.
Introduction to Microsoft Expression Web	Learn how to use Microsoft Expression Web to create Web sites, and discover how MS Expression makes it simple to design, edit, and maintain your sites.
Introduction to Microsoft FrontPage 2003	Find out how FrontPage makes it easy to create and upload professional Web sites without programming.
Introduction to Microsoft Outlook 2003	Harness the communication and information management power of Microsoft Office Outlook 2003.
Introduction to Microsoft Outlook 2007	Become a productive and confident Microsoft Outlook 2007 user.
Introduction to Microsoft PowerPoint 2003	Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web.
Introduction to Microsoft PowerPoint 2007	Learn how to use Microsoft PowerPoint 2007 to create impressive, professional-looking slide presentations.

Introduction to Microsoft Project 2003	Experienced project manager reveals how to use the world's most popular tool for planning, implementing, and controlling projects.
Introduction to Microsoft Project 2007	Learn how to effectively plan, implement, and control projects using Microsoft Project 2007.
Introduction to Microsoft Publisher 2003	Enhance your image by learning to create stunning brochures, newsletters, and other publications.
Introduction to Microsoft Publisher 2007	In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007.
Introduction to Microsoft Visio 2003	Learn how to design professional-looking diagrams with Microsoft Visio 2003.
Introduction to Microsoft Visio 2007	Get the training you need to create professional-looking flowcharts and diagrams using one of the most popular flowcharting programs on the market, Microsoft Visio 2007.
Introduction to Microsoft Word 2003	Learn how to create and modify documents with the world's most popular word processor.
Introduction to Microsoft Word 2007	Learn how to create and modify documents with the world's most popular word processor.
Introduction to Natural Health and Healing	Learn how to promote wellness, balance, and health in all aspects of your daily life.
Introduction to Networking	Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.
Introduction to Nonprofit Management	Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.
Introduction to Oracle	Learn how to use the Oracle database management system to plan, organize, and manage your data.
Introduction to PC Security	Security expert teaches the fundamentals of PC and network security.
Introduction to PC Troubleshooting	Learn to decipher and solve almost any problem with your PC.
Introduction to Peachtree Accounting 2009	Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.
Introduction to Perl Programming	Learn a programming skill that will make you a more valuable Web developer or system administrator.

Introduction to Photoshop CS3	Learn how to use Photoshop CS3 to fix and process photos and create original images.
Introduction to Photoshop CS4	Learn to use Adobe Photoshop CS4 to edit images, process photos, and create original graphics.
Introduction to PHP and MySQL	Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.
Introduction to Programming	Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.
Introduction to Python 2.5 Programming	Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.
Introduction to QuickBooks 2007	Learn how to quickly and efficiently gain control over the financial aspects of your business.
Introduction to QuickBooks 2008	Learn how to quickly and efficiently gain control over the financial aspects of your business.
Introduction to QuickBooks 2009	Learn how to quickly and efficiently gain control over the financial aspects of your business.
Introduction to QuickBooks 2010	Learn how to quickly and efficiently gain control over the financial aspects of your business.
Introduction to Ruby Programming	Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.
Introduction to SQL	Gain a solid working knowledge of the most powerful and widely used database programming language.
Introduction to Stock Options	Learn how stock options can protect your portfolio and help you profit in any type of market.
Introduction to Visual Basic 2005	Experienced programmer and teacher shows you how to create Windows applications using Visual Basic 2005.
Introduction to Visual Basic 2008	Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.
Introduction to Windows Vista	Learn the important basic skills and concepts you need to take control of your Windows Vista PC.
Introduction to Windows XP	Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Keyboarding	Use the computer program FasType for Windows to learn the basic skills of touch-typing.
Keys to Effective Communication	Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.
Keys to Successful Money Management	Certified financial planner shows you how most wealthy people build their fortunes.
Leadership	Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
Learn to Buy and Sell on eBay	Auction pros teach you how to work from home or earn extra income by buying and selling goods online.
Legal Nurse Consulting	Begin a new career by helping attorneys understand and resolve medical cases and claims.
Listen to Your Heart, and Success Will Follow	Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.
Lose Weight and Keep It Off	Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.
LSAT Preparation - Part 1	Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).
LSAT Preparation - Part 2	Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).
Luscious, Low-Fat, Lightning-Quick Meals	Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!
Making Movies with Windows Vista	Learn how to create fun, professional-quality movies using Windows Vista.
Making Movies with Windows XP	Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.
Managing Customer Service	Become indispensable to any organization by understanding how to identify and meet customer needs.
Manufacturing Applications	Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.
Manufacturing Fundamentals	Learn the basic skills required to work in the manufacturing field.
Marketing Your Business on the Internet	E-commerce expert helps you develop an Internet marketing plan for your business.

Marketing Your Nonprofit	Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.
Mastery of Business Fundamentals	Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.
Math Refresher	Gain confidence in your basic math skills and start using math to your advantage.
Medical Terminology: A Word Association Approach	Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.
Merrill Ream Speed Reading	Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.
Microsoft Excel 2003 in the Classroom	Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students.
Microsoft Excel 2007 in the Classroom	Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom.
Microsoft PowerPoint 2003 in the Classroom	Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.
Microsoft PowerPoint 2007 in the Classroom	In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom.
Microsoft Word 2003 in the Classroom	Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.
Microsoft Word 2007 in the Classroom	Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.
Music Made Easy	Learn the fundamentals of music theory. Be able to read, write, and play simple music.
Mystery Writing	Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.
Navigating the Internet	Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more.
Nonprofit Fundraising Essentials	Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.
Performing Payroll in QuickBooks 2007	Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Performing Payroll in QuickBooks 2009	Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.
Performing Payroll in QuickBooks 2010	Learn to use QuickBooks 2010 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.
Personal Finance	Protect your assets and discover how best to achieve all your financial goals.
Photographing Nature with Your Digital Camera	Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.
Photographing People With Your Digital Camera	Learn to take beautiful pictures of adults, children, and babies.
Photoshop CS3 for the Digital Photographer	Learn how to use Adobe's Photoshop CS3 to edit and enhance your photographic images.
Photoshop CS4 for the Digital Photographer	Learn how to use the Adobe Photoshop CS4 software to edit and enhance your digital photos.
Photoshop CS5 for the Digital Photographer	Learn how to use Adobe's Photoshop CS5 to edit and enhance your photographic images.
Photoshop CS5 for the Digital Photographer II	If you already know the basics of Photoshop CS5, take your photo-editing skills to the next level by mastering its advanced features.
Photoshop Elements 6.0 for the Digital Photographer	Learn the secrets of Adobe's Photoshop Elements 6.0 and successfully edit your images!
Photoshop Elements 6.0 for the Digital Photographer II	If you already know the basics of Photoshop Elements 6.0, it's time to learn the advanced features!
Photoshop Elements 7 for the Digital Photographer	In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images!
Photoshop Elements 7 for the Digital Photographer II	If you already know the basics of Photoshop Elements 7, it's time to learn the advanced features!
Photoshop Elements 8 for the Digital Photographer	Learn to use Adobe Photoshop Elements 8 to bring out the best in your digital photos and images!
Photoshop Elements 8 for the Digital Photographer II	If you already know the basics of Photoshop Elements 8, it's time to learn the advanced features!
Pleasures of Poetry	This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.
Practical Ideas for the Adult ESL/EFL Classroom	Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

Praxis I Preparation	Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.
Prepare for the GED Language Arts, Writing Test	Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.
Prepare for the GED Math Test	Master the skills you'll need to successfully pass Test 5 in the GED test series.
Principles of Sales Management	Master the art of managing sales teams from a sales management professional.
Professional Sales Skills	Discover how to begin a successful and rewarding career in sales.
Project Management Applications	Experienced project manager teaches you tricks of the project management trade.
Project Management Fundamentals	Gain the skills you'll need to succeed in the fast-growing field of project management.
Publish It Yourself: How to Start and Operate Your Own Publishing Business	Convert manuscripts into income by producing and selling books like the pros.
Purchasing Fundamentals	Improve your company's bottom line by mastering the fundamentals of purchasing.
QuickBooks 2007 for Contractors	Learn how to use the Premier Contractor Edition of QuickBooks 2007 to run your contracting business more efficiently.
QuickBooks 2009 for Contractors	Learn how to use the Premier Contractor Edition of QuickBooks 2009 effectively to meet the accounting needs of your contracting business.
QuickBooks 2010 for Contractors	Learn to use QuickBooks 2010 in your contracting business to handle accounting tasks quickly, generate powerful reports, and maximize your efficiency.
Ready, Set, Read!	A learning specialist shows you how to raise a successful reader and writer.
Real Estate Investing	Build and protect your wealth by investing in real estate.
Real Estate Investing II: Financing Your Property	Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.
Real Estate Law	Learn the basics of real estate law, including investing, title searching, and mortgages.
Research Methods for Writers	Learn the most efficient and effective methods to conduct research for any writing project.

Response to Intervention: Reading Strategies That Work	Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.
Resume Writing Workshop	Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.
Romance Writing Secrets	Learn how to write and sell romance novels from a veteran romance author.
SAT/ACT Preparation - Part 1	Master the reading, writing, English, and science questions on the ACT and new SAT.
SAT/ACT Preparation - Part 2	Master the math questions on the ACT and new SAT.
Secrets of Better Photography	Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.
Secrets of the Caterer	Learn cooking and business secrets from a professional caterer.
Singapore Math Strategies: Model Drawing for Grades 1-6	In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.
Singapore Math: Number Sense and Computational Strategies	In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.
Six Sigma: Total Quality Applications	Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.
Skills for Making Great Decisions	Learn how to make excellent everyday decisions from an experienced counselor and life coach.
Solving Classroom Discipline Problems	Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.
Solving Classroom Discipline Problems II	In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.
Spanish for Law Enforcement	Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.
Spanish for Medical Professionals	Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.
Spanish in the Classroom	Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Speed Spanish	Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.
Speed Spanish II	Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency.
Speed Spanish III	Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.
Start a Pet Sitting Business	Discover how to translate your love of animals into a fun and profitable career.
Start and Operate Your Own Home-Based Business	An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.
Start Your Own Arts and Crafts Business	Learn how to start your own arts and crafts business from a professional artist.
Start Your Own eBay Drop Off Store	Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.
Start Your Own Small Business	Stop dreaming and learn how to start your own successful small business.
Starting a Consulting Practice	Find out how you can earn income by sharing your training or knowledge with others.
Starting a Nonprofit	Industry veteran shows you how to take a nonprofit business from vision to reality.
Stocks, Bonds, and Investing: Oh, My!	Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.
Successful Construction Business Management	Gain a powerful and permanent advantage over the competition by learning how to practice expert business management.
Supply Chain Management Fundamentals	Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.
Survival Kit for New Teachers	Veteran instructor shares the secrets for success in your first years of teaching.
Teaching Adult Learners	Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.
Teaching ESL/EFL Grammar	Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.
Teaching ESL/EFL Reading	Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Teaching ESL/EFL Vocabulary	Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs.
Teaching Math: Grades 4-6	Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.
Teaching Preschool: A Year of Inspiring Lessons	In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.
Teaching Science: Grades 4-6	Increase your effectiveness as a science teacher for children in fourth through sixth grades.
Teaching Smarter With SMART Boards	Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your student's attention.
Teaching Students With Autism: Strategies for Success	Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.
Teaching Students With Learning Disabilities	Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.
Teaching Writing: Grades 4-6	In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.
The Analysis and Valuation of Stocks	Discover valuable techniques that show you step-by-step how to research and value stocks.
The Classroom Computer	Learn how to use the classroom computer to increase learning and motivate students.
The Craft of Magazine Writing	If you're a determined new writer, this class will provide you with the skills you need to get published.
The Creative Classroom	Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.
The Differentiated Instruction and Response to Intervention Connection	Learn how to combine two powerful educational approaches, Differentiated Instruction and Response to Intervention, so you can enable every student in your classroom to succeed.
The Keys to Effective Editing	If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.
Title	Description
Total Quality Fundamentals	Learn the basics of total quality management.

Travel Photography for the Digital Photographer	Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.
Travel Writing	Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.
Twelve Steps to a Successful Job Search	World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.
Understanding Adolescents	Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.
Understanding the Human Resources Function	Learn to handle basic human resource functions to ensure the best possible results.
Using the Internet in the Classroom	Discover how you can use the Internet to make teaching easier for you and more relevant to your students.
Web 2.0: Blogs, Wikis, and Podcasts	In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast.
What's New In Microsoft Office 2007	Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.
Where Does All My Money Go?	Learn how to get control of your money once and for all.
Winning Strategy for the Courtroom	Learn what it takes to win in civil court from an attorney who has won hundreds of cases.
Wireless Networking	Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.
Workers' Compensation	Gain essential skills and a solid understanding of one of the fastest-growing areas in law.
Wow, What a Great Event!	Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.
Write and Publish Your Nonfiction Book	Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.
Write Fiction Like a Pro	A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.
Write Your Life Story	Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

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This advanced writing course will increase your creativity--whether you're writing for personal satisfaction or to launch a career.

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