WVU Continuing & Professional Education

We Have A Great Summer For You!

WVU Continuing Education

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WVU Continuing & Professional Education Course Catalog - Summer 2014

We Have A Great Summer For You!

With over 200 non-credit courses available, we're here to help you enrich your personal and professional skills. The majority of our courses are offered completely online, so whether you're occupied at the office or a busy stay-at-home mom, WVU C&PE has flexible courses to work around your schedule.

We've recently added a number of great new courses! Explore what we have to offer below or head to http://continuinged.wvu.edu/.

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Career & Professional Training

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Accounting

Certified Bookkeeper Program - *$1795*

Do you have a basic knowledge of bookkeeping and a desire to expand that knowledge to become more beneficial to your company? Learn how to apply basic accounting concepts and principles with a highly experienced instructor who will provide you with valuable information that will ultimately aid your employees, customers, and vendors. Becoming a Certified Bookkeeper (CB) can increase earning potential, enhance professional status, and offer a decisive edge in any job market.

Intermediate QuickBooks 2012 - *$100*

QuickBooks is a popular way for small and midsized businesses to keep track of their accounting, but many users aren't aware of the software's powerful advanced features. In this course, you'll find out how to get the most out of this feature-packed program. We'll go beyond the basic concepts to discover the software's most useful in-depth features and applications.

Intermediate QuickBooks 2014 - *$100.00*

Learning how to use QuickBooks to its full potential goes far beyond learning the basic features of the program. Even many experienced users struggle when applying certain business situations to QuickBooks. In this course, we'll go beyond the basic introductory concepts, and you'll master many of the more advanced features and applications.
You'll learn how to manage multiple company files and how to export and import list data from one file to the next. If your business handles inventory, you'll learn how to enter price levels and track discounts and credits. You'll even learn how to enter and track mileage for any vehicles that you use in your business.
This course also covers many other common topics that small business owners encounter. You'll learn how to create customer statements and assess finance charges on overdue balances, and write-off these past due balances when it appears that the customer is not going to pay.
Lastly, you'll learn how to enter common transactions that occur between the owner and the business, including when the owner takes money out of the business or invests new capital. You'll even learn how to make journal entries to deal with those difficult situations when you pay for a business transaction using personal cash. The course concludes with a discussion of how to track loans and how to use the budgeting feature to better plan and control your business.
This course is designed for those QuickBooks users who have a good grasp on the basics or have successfully completed the Introduction to QuickBooks course. Whether you are a small business owner, bookkeeper, or accountant needing a QuickBooks refresher, after taking this course, you'll feel more confident and secure in accounting for your business.

Introduction to Crystal Reports - *$100*

Discover the techniques the pros use to produce attractive, reader-friendly reports for any audience. Designed for Crystal Reports XI, Crystal Reports 2008, and Crystal Reports 2011, this course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents. With the help of hands-on activities and step-by-step instructions, you'll learn the secrets for extracting, sorting, and grouping your data. In addition, you'll find out how to include totals for groups of figures or for the entire report. Next, you'll master the art of building your reports and formatting your material to create a polished, professional look. By the time you're done, you'll be able to produce anything from a quick meeting handout to an elaborate annual report - and you'll never be intimidated by report-writing tasks again!

Introduction to Crystal Reports 10 - *$100*

Are clients and superiors yawning over your raw database and accounting reports? Learn how to create a wide variety of handsome and sophisticated reports that communicate more--much more--than mere facts. You'll learn how to use charts and maps to present information visually, and cross-tabs to show correlations between loosely related data items. You'll even find out how to save yourself time and effort by creating a library of custom functions you can use over and over in report after report.

Introduction to QuickBooks 2011 - *$100*

Use the power of QuickBooks 2011 software to take control of your business finances! In these lessons, you'll learn how to set up a chart of accounts, pay bills from vendors, invoice customers, create receipts, and reconcile a checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and create estimates and reports. Whether you're a beginner or an experienced QuickBooks user, the accounting skills you'll master in these lessons will save you time, effort, and money.

Introduction to QuickBooks 2012 - *$100*

Use the power of QuickBooks 2012 software to take control of your business accounting!
In these lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports.

Introduction to QuickBooks 2013 - *$100*

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program.

Introduction to QuickBooks 2014 - *$100.00*

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting.
You'll gain hands-on experience as you 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.
Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

Performing Payroll in QuickBooks 2011 - *$100*

No matter what size your business is, federal and state payroll requirements can be frustrating and confusing. But the payroll feature in QuickBooks 2011 allows you to create checks, pay liabilities, calculate payroll taxes and withholding, and generate reports with little effort.
In this course, you'll master all the steps for setting up your payroll system. You'll learn how to access IRS information, create entries for new employees, and enter employee time and job cost data. And what about all those required forms and reports, from W-2s to Federal forms 940 and 941? No problem—they're a cinch when you have the power of QuickBooks on your side.

Professional Bookkeeping with QuickBooks 2012 - *$1895*

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2012, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare do professional bookkeeping for a small business with this course. The program teaches you to plan a budget, manage payroll systems, and manage accounting. It also makes you aware of the legal standards that apply to accounting methods, giving you the proper credentials you need to practice bookkeeping with confidence.

Professional Bookkeeping with QuickBooks 2013 - *$1595*

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2013, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare do professional bookkeeping for a small business with this course. This online program teaches you to plan a budget, manage payroll systems, and manage accounting. It also makes you aware of the legal standards that apply to accounting methods, giving you the proper credentials you need to practice bookkeeping with confidence.
The cost of the program includes the textbook Bookkeeping Made Simple. QuickBooks 2013 needs installed on your computer in order to take this program. The course does not provide the software.

Professional Bookkeeping with QuickBooks 2013, Software Included - *$1695*

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2013, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare do professional bookkeeping for a small business with this course. This online program teaches you to plan a budget, manage payroll systems, and manage accounting. It also makes you aware of the legal standards that apply to accounting methods, giving you the proper credentials you need to practice bookkeeping with confidence.
The cost of the program includes the textbook Bookkeeping Made Simple and the QuickBooks 2013 software.

QuickBooks 2011 for Contractors - *$100*

Designed specifically for contractors, this course addresses the accounting, time tracking, billing, and estimating needs of the construction industry. We'll focus on how to use the Premier Contractor Edition of QuickBooks 2011 to run your contracting business more efficiently. Clear lessons and step-by-step instructions will give you hands-on practice with the features you're sure to use on the job on a daily basis.

QuickBooks 2013 for Contractors - *$100*

Contractors have many unique bookkeeping needs, so we've designed this course from the ground up specifically for the construction industry.

In this six-week course, you'll learn how to use the Premier Contractor Edition of QuickBooks 2013 to run your business more efficiently. Lessons are clearly illustrated and include step-by-step instructions to give you hands-on practice with the features you're sure to use every day. You'll discover how to create custom, professional-looking contract estimates and perform time tracking, and you'll learn the different methods you can use to bill your clients, including how to use the QuickBooks progress invoicing and job-costing features.

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Business/Personal Finance

A to Z Grant Writing - *$100*

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'll 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. You'll be taken through all the critical steps of successful grant writing from A to ... well you get the idea.

Administrative Professional with Microsoft Office 2010 Master Certification Training - *$1995*

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office 2010 Master at the same time. The Microsoft Office 2010 Master training will teach you how to use the entire suite of programs: Word, Excel, Outlook, and PowerPoint, while preparing you for certification.

Advanced Grant Proposal Writing - *$100*

Let an experienced grant writer show you how to research and write winning proposals that get funded. Find out what to do--and, more importantly what not to do--on every part of your proposal. You'll become expert at ferreting out corporate, foundation, and government grant-makers, and you'll know how to tailor your responses to information found in the peer review criteria. What may sound complex to you now will become like second nature once you have discovered the variety of significant finishing touches that will give your project the edge over others.

Business Research Certificate - *$495*

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your work organization. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making.
For business professionals, entrepreneurs, and anyone who needs specific information about a business; or who is in business and needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest.

Certificate in Presentation Media - *$495*

Presentation media are key to communication, sales, speeches and any other effective presentation today. Whether your presentation is online or in-person, presentation media not only enhance your message but often make your message successful.
Find out how to use Prezi, the new slide software that goes beyond one-dimensional presentations, and the finer points of Photoshop for presentations. Then discover the design elements to creating visual presentations for success using any media.
Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media.

Get Grants! - *$100*

The good news if you're a grant writer is that even in lean times, there's still plenty of money out there! Let two experts who've raised millions of dollars in grant money tell you how to develop successful, fundable grants. They'll walk you step-by-step through

the process of grant proposal writing, revealing the 'must-have' proposal elements and the seven deadly sins to avoid. Whether you're new to fundraising or experienced at writing grant proposals, this course will give you the grant-writing skills you need to outshine your competition.

Introduction to Microsoft Project 2010 - *$100*

Learn how to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. All of this information and more will be laid out for you in an easy to follow lesson that will wow your audience and empower you to achieve your business goals.

Introduction to Microsoft Project 2013 - *$100.00*

Discover how to effectively plan, implement, and control projects using the world's most popular project management software, Microsoft Project 2013. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress, analyzing variances, and revising your project plan, Microsoft Project can help you organize all your project's details quickly and effectively.

In this course, you'll master the basics of Microsoft Project 2013 so you can create a project schedule in no time flat and then share it with clients and co-workers. Using the program's different views, such as the Calendar and Gantt chart views, you'll be able to manage your project information and produce effective reports. Armed with this information, you'll avoid going down dead-end alleys and overloading your schedule. And should you encounter trouble, you'll master a number of tried-and-true problem-resolution techniques to help get your project back on track.

You'll also learn how to fine-tune different aspects of your project, including splitting tasks for work interruptions and defining material consumption rates. After completing the course, you'll know how to develop, implement, and control a project plan that meets organizational and customer objectives.

Mastering Public Speaking - *$100*

You can become an effective public speaker! In these lessons, you'll learn how to talk confidently and persuasively to both large audiences and small groups. You'll master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.

Microsoft Access 2010 Certification Training - *$595*

Participate in the Microsoft Access 2010 course to improve your level of knowledge with Microsoft Access functions, while you prepare to take the Microsoft Certification Exam. The book, The Complete Guide to Microsoft Access 2010 includes both recall and authentic assessments to measure your understanding at an increasingly advanced level. You will work hands-on with the commands, as you complete sample projects to reinforce your learning. This course does not rely on abstract learning but on the program in context.

Microsoft Office 2010 Master Certification Training - *$1695*

Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint, and Outlook 2010 while you prepare for Microsoft Office Specialist (MOS) certification. You'll discover how to create and format documents, how to use tables, how to complete a mail merge, and more! Certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities, garner greater earning potential, and advance in your current job.

Microsoft SharePoint 2010 Certification Training - *$795*

Engage in the SharePoint 2010 training program if you are either new to or experienced in working with the SharePoint 2010 program. Work through all of the fundamentals of SharePoint from an end userâ€™s perspective. Then build on those skills by learning about the tools you need to manage SharePoint sites.

Powerful Presentations & Effective Speaking Techniques - *$195*

Nearly every job or business has an element of speaking, presentations, or sales. This course will allow you to master all three and accelerate your success in every aspect of your career. Learn everything from voice and speech basics like proper breathing, diction and enunciation, all the way to specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence. From the board-room, to the class-room, to speaking for thousands of people, there are several critical factors that every speaker must master. You will learn how to effectively deliver a presentation to one person across the table, in front of a

small group in a boardroom, from stage for a large audience, and host tele-seminars or webinars online.

Project Management - *$1695*

Make yourself an invaluable asset to any company or learn the fundamentals of project management for major personal events, such as getting married, building a house, or moving to a new location. Project management is growing in popularity as midlevel management positions are being reduced and project managers step in to fill the void. Acquiring this skill will set you apart from fellow employees or job applicants, making you virtually indispensible in an increasingly unsure economy.
This course prepares the student for the PMP Certification Test. If you plan to take the PMP Exam, you will need a Bachelor's degree and 4500 hours of project management experience in addition to this course, or a High School Diploma or GED and 7500 hours of project management experience in addition to this course.

Project Management Applications - *$100*

Increase your value to your employer by discovering and mastering essential quantitative and qualitative project management applications.
A successful project begins with process definition, data collection, and the scoping of project requirements. Every project ends with a motivated project team able to accomplish objectives on time and within budget. Winning projects rely on accurate cost and time estimates, identification of the critical path, and use of tracking and control tools.

Six Sigma Black Belt - *$2695*

Learn the appropriate tools and concepts at each stage of project deployment in a program that follows the DMAIC methodology. Since software will be used for data analysis, the program material concentrates on the application and use of the tools, rather than on detailed derivation of the statistical methods. Your analytical and problem-solving skills will be challenged by workshops, which are incorporated extensively throughout the training.
Black Belt Certification is not automatic upon completion of this program or tied to the accredited college or university you registered through. Achieving this certification is at your discretion and dependent upon you meeting the criteria the International Quality Federation sets.

Six Sigma Green Belt - *$1895*

Master highly valuable skills in a course that encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction. Six Sigma is a quality improvement methodology structured to reduce product or service failure rates to a negligible level (roughly 3.4 failures per million opportunities). It's also one of the highest standards for companies and individuals to achieve.
Once you've completed this program, you'll be ready to successfully participate in a Six Sigma team.

Starting & Operating a Successful Food Business in WV - *$99*

You love creating food and making people happy! Sounds like the perfect combination to start a food business. However, there are many more factors to take into consideration when contemplating the food business as a career. Let us guide you through some steps to see if you are really cut out to be a food entrepreneur.

Workplace Ethics and Etiquette - *$145*

For entrepreneurs, managers or anyone in the workplace, understanding workplace ethics and etiquette is critical to individual and organizational success. Discover new information about the related but different concepts of business ethics and etiquette. Learn the how-to's of making ethical business decisions. Then find out the 5 secrets of how to interact properly in business and social settings to improve your communication and networking skills.

Writing Effective Grant Proposals - *$100*

Get solid results for your favorite organization or charity every time by avoiding the mistakes that get applications for wonderful projects tossed into the wastebasket! Over $200 billion annually is available for worthy causes and most people don't know how to prepare the application that will deliver needed funding. Skip out on learning things the hard way and make writing grant proposals easy and effective!

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Career Training/Skilled Trades

Freight Broker/ Agent Training - *$1895*

Learn the 'how-to's' of building up a freight brokerage or agency in this nationally recognized Freight Broker Training Course that teaches the skills that students must acquire to be successful as a Freight - Load Broker Agent. Students will acquire the skills necessary to master techniques such as prospecting, rating, and negotiating while gaining valuable industry resources. From licensing to operations, to sales and marketing, students learn the basics of how to run a freight brokerage or agency while taking a useful step toward a rewarding career in this field.

How to Get Started in Game Development - *$100*

There's never been a better time to start a career in the game development industry. Games can be found on computers, the Web, gaming consoles, and virtually every mobile tablet and phone. Industry forecasts indicate that gaming will be worth close to $100 billion dollars in the next two years. Talented, creative, and enthusiastic people are in great demand in this industry.

Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You'll start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, you'll learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games.

You'll learn why many games fail and how to ensure your games are positioned for success. During the course, you'll gain hands-on experience in many of the game development processes. By the end of the course, you'll have the experience and confidence to start developing your own game.

Finally, we'll go behind the scenes of the game design industry to see how it started and where it's headed. You'll learn about the various roles in game development and how to pursue a career in the industry. When you complete the course, you'll be ready to start developing games right away!

Principles of Coaching for Special Olympics - *$35*

Since the introduction of the Special Olympics training school for coaches in 1980, more than 265,000 volunteer coaches have been trained in seminars or courses conducted around the world. In reviewing the evaluations of these coaches'training seminars, a comment appeared repeatedly of the wish that more time could have been spent in the seminar. West Virginia University Continuing & Professional Education, College of Physical Activity and Sports Sciences, and Special Olympics can now offer this online course as a result of those repeated requests.

So You Want to be a Wedding Planner? Now What? - *$550*

Do you find yourself assisting friends and family with parties and other special occasions? Are you well organized and enjoy charts and to do lists? Then you should learn how to make money as a wedding planner. This course is designed to assist you in starting your own business and teaching you the knowledge you need to become a wedding planner.

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Education

2014 Summer Reading Programs for Children and Adults - *$*

Programs in Morgantown and Charleston
For an enjoyable activity with lifelong benefits, we recommend one of our eight different reading skills programs designed and taught by instructors from the Institute of Reading Development. Programs have been offered as a community service by West Virginia University, Continuing & Professional Education, a non-profit organization, since 2007.

5202 Initial Substitute Teacher Training - *$199*

West Virginia Policy 5202 establishes the minimum requirements for the licensure of educational personnel to be employed in the public schools of West Virginia. The primary purpose of licensure is to assure the public that educators meet established levels of competence to deliver an appropriate and effective educational program to the state's public school students. Licensure requirements established in this policy provide a means of ensuring that persons employed in West Virginia public schools have the necessary knowledge and skills to meet the responsibilities of their professional assignments in instruction, student support services and/or administration.

5202 Substitute School Nurse - *$199*

This course is not affiliated with the WVU School of Nursing

West Virginia University offers this course as the Initial Substitute School Nurse Course and the Renewal Substitute School Nurse Course. The Initial course requires the student to complete 18 clock hours which includes twelve clock hours of course work and a six hour internship. The Renewal course requires the student to complete 12 clock hours of course work. West Virginia Policy 5202 outlines the requirements for long-term and short-term permits (Sections: 11.6.1-11.6.6).

Microsoft Excel 2010 in the Classroom - *$100*

Bring the power of Microsoft Excel 2010 into your classroom! This course, designed especially for teachers, gives you the skills you need to use Excel with ease and confidence. In addition, it offers teaching tips and standards-based lesson plans and activities so you can pass your Excel knowledge on to students at any grade level.

Microsoft PowerPoint 2010 in the Classroom - *$100*

What teacher couldn't use help motivating students and keeping their interest? In this course, you'll learn how to create captivating lessons and attention-grabbing classroom presentations using Microsoft PowerPoint 2010.

Microsoft PowerPoint 2013 in the Classroom - *$100.00*

What teacher couldn't use help motivating students and keeping their interest? In this course, you'll learn how to create captivating lessons and attention-grabbing classroom presentations using Microsoft PowerPoint 2013.

First, you'll cover the basics of this MS Office program including creating slides, using templates, inserting text, changing background colors, creating WordArt titles, using SmartArt graphics, and adding slide transitions. Then you'll develop advanced skills such as inserting graphics, sound, video, custom animations, chart animations, timed transitions, and links.
You'll get step-by-step instructions for creating several different types of classroom presentations, including lectures and interactive narrations for your students' independent use at computer stations. You'll also see how PowerPoint helps you address different learning styles, making it much easier to reach every student. And you'll discover how to upload your presentation to a Web server, email a slide show, share a presentation in real time, and take your PowerPoint shows on the road.
By the time you're done, you'll be an expert at using PowerPoint to add appeal to any lesson—and you'll even find out how you can help your students develop their own PowerPoint skills!

Microsoft Word 2010 in the Classroom - *$100*

Master Microsoft Word, and be a more productive and creative teacher! This powerful software can make your documents come to life and help you integrate technology in your classroom.

Renewal Substitute Teacher Training - *$199*

This course provides a review of classroom management strategies, instructional strategies, and general information that was covered in the 5202 Initial Substitute Teacher Training course. The student will learn specific procedures to renew his/her WV 5202 Substitute Teacher Permit.'Applies to West Virginia Substitute Teaching only.

Universal Design for Education Training - *$50*

The Center for Excellence in Disabilities (CED) and Academic Innovation are excited to offer this course to ensure that students with disabilities (and all students) receive an equal opportunity for a quality education at schools, colleges and universities.

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Healthcare/Wellness

5202 Substitute School Nurse - *$199*

This course is not affiliated with the WVU School of Nursing
West Virginia University offers this course as the Initial Substitute School Nurse Course and the Renewal Substitute School Nurse Course. The Initial course requires the student to complete 18 clock hours which includes twelve clock hours of course work and a six hour internship. The Renewal course requires the student to complete 12 clock hours of course work. West Virginia Policy 5202 outlines the requirements for long-term and short-term permits (Sections: 11.6.1-11.6.6).

Dementia Care Training Certificate Program - *$199/500*

West Virginia University and the Alzheimer's Association, West Virginia Chapter, partnered to bring this course, "Dementia

Care Training Certificate Program," to anyone interested in the field of dementia care.
More than 5 million Americans have Alzheimer's disease, the most common form of dementia, and are cared for by an estimated 15 million Americans. As the baby boomers continue to age, the field of in-home dementia care will continue to grow as well. Currently, the dementia care field is dramatically under-staffed to meet this high demand.
The care needs of individuals with Alzheimer's disease or a related dementia change throughout the course of the disease, but ultimately the individual will need 24/7 care. Due to the nature of the disease, providing care can often be challenging when individuals are not trained in the specifics of dementia care. Throughout this course you will learn the intricacies of Alzheimer's and dementia, and care practices that provide the highest quality of care to meet the needs of those who face this devastating disease. Dementia care is challenging, however the heartfelt rewards of caring for individuals with Alzheimer's far exceed the challenges.

Drug Diversion and Best Practices for Prescribing Controlled Substances *- $150.00*

This course is designed to meet the criteria for 3 hours of continuing education credit in drug diversion and best practices in management of prescription drugs. The participant will develop a better understanding of the magnitude of prescription drug abuse among the general public and what we, as health providers, can do to help curb this growing epidemic throughout the United States. Suggested best practices will be given to help prevent abuse of prescription drugs and how pharmacy monitoring programs can be useful in identifying drug-seeking behaviors and fraudulent patients.

Gerontology Workshop Series *- $85/Each Workshop Module*

The Gerontology Workshop Series allows busy, working helping professionals, family caregivers, and the general community the opportunity to enhance their knowledge in a variety of online educational workshop modules. Each of the five modules is designed to give participants an overview of information and practices in care for older adults. Each module will offer 6 continuing education hours, and participants will earn a proof of completion certificate for each workshop when requirements have been met. The modules can be taken separately.
Each module is approved for 6.0 social work continuing education hours under WVU School of Social Work provider #490051 for WV licensed social workers (licensed social workers from other states, please consult your licensing board). These courses can also be used to satisfy requirements for the Gerontology Practitioner Certificate offered through WVU School of Social Work, see http://socialwork.wvu.edu/certificate-programs/gerontology-practitioner-certificate for more information.

Introduction to Equine Assisted Activities & Therapies (EAAT) *- $199*

A Blended Course - Online & Clinic Hours
Equine Assisted Activities and Therapies (EAAT) is an umbrella term for all of the range of programs derived from working with horses and those with disabilities (NARHA, 2009). Being on and around horses has been considered therapeutic throughout history, but through the efforts of many determined individuals, EAAT has recently come into its own. EAAT is now a well-respected field with a variety of professionals who all use horses to help improve the lives of people with disabilities.

Introduction to Natural Health & Healing *- $100*

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorhythms, and fasting. We'll also examine using the power of the mind for healing the body--discussing brain function tests, visualization, and relaxation therapies. You'll see the great power of belief. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you'll be able to develop menus that improve health. We'll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. By the end of this course, you'll have begun taking charge of your own health and healing!

Less Stress, More Joy *- $199*

Stress is a painful and debilitating experience for people, yet most people feel the best they can do to relieve it is to develop coping strategies, or to organize their lives around brief respites from stress through various relaxation techniques. This course offers an entirely fresh perspective on the nature of stress, and a true and sustainable antidote to it. This course points to the universal, innate human capacity for accessing peace of mind, regardless of circumstances, and for navigating life with wisdom, insight and confidence.

Pharmacy Technician *- $1995*

Get prepared for entry-level pharmacy technician positions by learning medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. As a Pharmacy Technician, your job is to assist and

support licensed pharmacists in providing health care to patients. Become an indispensible part of the health care field in a position that is growing in demand every day. You'll get hands-on practice in retail pharmacy procedures in a program that was rated five stars out of five by students!
You'll learn everything you need to know to pass the National Certification Exam offered by the Pharmacy Technician Certification Board.

ServSafe Manager Certification Training *- $140*

The National Restaurant Association Educational Foundation's eight-hour certification ServSafe course meets Certified Food Manager requirements and includes the latest FDA Food Code updates. It also includes science-based information and industry best practices. This course will provide you with the knowledge every good protection manager must know to keep food safe in an establishment.

Spanish for Medical Professionals *- $145*

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare.

Veterinary Assistant Course *- $1995*

From the furry and friendly to the slithery and slimy, you'll see it all when you begin your fulfilling career as a Veterinary Assistant. Learn about animal care and how to recognize signs of illness and disease in an online program that also covers interpersonal communication, interaction with clients and their animals, and how to assist the veterinarian during examinations. You'll get valuable information about animal-related issues, from care and handling to veterinary practice and administration, all from the comfort of your own home!

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Law/Legal

Advanced Paralegal Certificate Course *- $1650*

These advanced topics build upon the nationally acclaimed Paralegal Certificate Course© offered by over 100 colleges and universities nationwide. These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals. The additional training gained through participation in these advanced classes will embellish your legal knowledge and skills, which in turn should increase your salary and marketability. Those who successfully complete at least six advanced topics will be awarded a Certificate of Completion.

Alternative Dispute Resolution Certificate Course *- $575*

This intensive course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. Alternative Dispute Resolution (Mediation) is geared for all professionals who are focused on “interest-based bargaining.” This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-credit course will be awarded a Certificate of Completion.

HIPAA Compliance *- $100*

Demystify the complexities of HIPAA, and the new ARRA/HITECH rules! Focus on the Administrative Simplification portion of HIPAA while you cover transactions, code sets, and identifiers; the Privacy Rule; and the Security Rule. This course has been upgraded to include the new 2010 ARRA/HITECH provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules.

Paralegal Certificate Course *- $1189*

The Paralegal Certificate Course© is the cornerstone of The Center for Legal Studies programs. Paralegalism is one of the fastest growing careers in the country. The U.S. Bureau of Labor Statistics projects the number of paralegals to increase 28% between 2008 and 2018, much faster than the national average for all occupations. The national median earnings for paralegals is currently $44,480.00/Year and freelance paralegal professionals average significantly more across the board.

Personal Injury for Paralegals - *$729*

With this exciting, fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal's success in the law office.

Software Essentials for the Law Office - *$729*

This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket contol software; litigation support software; electronic discovery, and trial presentation and graphics software.

Victim Advocacy Certificate Course - *$575*

Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder and homicide.

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Sustainable/Going Green

Certified Indoor Air Quality Manager - *$795*

Facility managers, building engineers, and health and safety officers, listen up! Are you properly prepared to handle the indoor air quality complaints in your building? Common mistakes can turn a small grievance into a wildfire of speculation and accusation. Learn how to diagnose, resolve, and prevent indoor air quality (IAQ) complaints while preparing for third-party certification by the American Council for Accredited Certification (ACAC).
Students will establish a comprehensive IAQ plan specific to their buildings.

Certified Indoor Environmentalist - *$895*

Become an indoor air quality (IAQ) or green building consultant by better understanding how to create a healthy home or building. Learn how to prevent, diagnose, and resolve indoor environmental problems. You'll learn practical skills to assess indoor environments while getting prepared for the CIE and CIEC certifications by the American Council for Accredited Certification (ACAC). Most everyone is mindful about the air quality in their workplace, home or school. Gain the skills you need to ease public concerns!

LEED AP+ Building Design and Construction - *$795*

Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP+BD&C accreditation exam that (after passing) will allow you to operate as a successful LEED practitioner on and off job sites.

LEED for Existing Buildings: Operations + Maintenance Exam Prep - *$795*

This study group covers the concepts and strategies of the LEED for Existing Buildings Operations & Maintenance Rating System and is intended for design, construction and real estate professionals, building owners, and anyone who wants to develop their knowledge in this area.

LEED Green Associate Exam Preparation - *$695*

Acquire the fundamental concepts of green building. Then prepare yourself to take the Green Associate exam and earn the LEED Green Associate credential from the Green Building Certification Institute. The course is intended for design, construction and real

estate professionals, building owners, or anyone who wants to develop their knowledge in this area.

Senior Certified Sustainability Professional - *$2495*

The Senior Certified Sustainability Professional Online Training Program will prepare you for an exciting career as a leader in the green-collar economy. As a certified sustainability professional, you'll be responsible for setting the course and coordinating an enterprise's sustainability strategy. Millions of new jobs in this rapidly growing sector will be available to people who set themselves apart from the crowd by earning the professional credentials and skills they need to lead sustainable business practices.

Solar Power Professional - *$1895*

Brush up on the fundamentals of photovoltaic solar powered energy systems while gaining the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company. The largely untapped world of renewable energy has endless benefits and many applications. Examine the history of photovoltaic solar power, and gain a sense for where the PV industry is headed.

Wind Energy Professional - *$2395*

Satisfy America's growing demand for clean, renewable, domestic energy! Learn the basics of wind energy principles, including wind technology, wind energy anatomy, wind farm design, wind business, and characteristics of energy sources. You'll cover the fundamentals of hydraulics and the basic theory and practice of electrical circuits, including calculations as applied to alternating and direct currents. Learn the skills you need to succeed in the lucrative wind industry!

Creative Arts

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Digital Photography

Discover Digital Photography - *$100*

Let us introduce you to the fascinating technology that has catapulted the photographic world into the 21st century. You'll explore a broad overview of the basics of digital photography, equipment, software, the digital darkroom, printing, using photos on the Internet and with e-mail, along with commercial and personal applications. Whether you're new to photography or a long-time photographer looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.

Introduction to Lightroom 4 - *$100*

Do you have a lot of images to manage? Adobe Photoshop Lightroom 4 is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Whether you're a busy parent shooting lots of pictures or a professional photographer with many clients, Lightroom 4 will help you get the results you want in a lot less time.

Photographing Nature with Your Digital Camera - *$100*

Nature photography can be a fun, relaxing, and exciting hobby! You'll explore composition and lighting issues, and you'll find out how to take beautiful photos of landscapes, flowers, trees, and water. Talk about animal photography, wild and domestic, macro photos, bird photography, and much more! With the knowledge you gain in this course, you'll be taking exceptional nature photos like the pros.

Photographing People with Your Digital Camera - *$100*

Photographing people can be fun, exciting and complicated! You'll learn how to simplify the process of taking beautiful pictures of adults, children, and babies. Discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. By the time you've completed this course, Annie Leibovitz will be asking you for tips!

Secrets of Better Photography - *$100*

Do you flip through friends' Facebook pictures wishing you could take better photos? Now you can! Learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting. You'll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life. Designed for both film and digital photographers, this course is filled with tips and tricks to transform your photographs from negative to positive!

Travel Photography for the Digital Photographer - *$100*

The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. Join us and discover the world through a photographer's eye. Tools and tricks that enable digital photographers to capture scenes from around the world and bring them home will be unveiled before you! You'll see various examples from destinations across the globe, and expand your knowledge of techniques for shooting digitally and working with the images after you get back.

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Drawing & Writing

Breaking Into Sitcom Writing - *$100*

Get tips from a veteran TV comedy writer on how to write professional sitcom scripts and how to break into show business. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. You'll discover the secrets to writing dialogue that sounds real, fully serves the story, and makes an audience laugh. Avoid amateur mistakes, and get to know the business behind the business of television writing.

Creating WordPress Websites - *$100*

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the

answer you're looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results.

Creating WordPress Websites II - *$100*

Create a website that can do just about anything, without any technical coding! In this course, you'll learn how to build content management websites and blogs with WordPress.org, the world's most popular Web page publisher.

Creative Writing Workshop - *$99*

For those writers who have or want to write work and get supportive, constructive feedback. A writing workshop that offers a unique opportunity for the creative community. Interested in gathering and sharing with other writers? All levels welcome.

Drawing for the Absolute Beginner - *$100*

Have you always been interested in drawing, but never really knew how to get started? You'll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You'll even discover how best to get in touch with your right brain. 'Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be!

Introduction to Journaling - *$100*

You can discover an exciting new way to express yourself and enhance your creativity through journaling! Develop a deeper and more spiritual understanding of yourself and explore your thoughts, feelings, beliefs, and values by using powerful journaling techniques. You'll also discover how to use journaling to ease the stress of unwanted change, improve your physical and emotional health, and achieve a greater level of professional success.

Mystery Writing - *$100*

From Dan Brown to Dennis Lehane, mysteries are hot items on today's bestseller lists. Using vivid examples from bestselling mystery novels, you'll discover the techniques you need to become a successful author! Topics include three-act structure, the difference between plot and story, theme, premise, characters and viewpoint, plus much more. Develop your original story idea and then brainstorm with the instructor and your fellow students in each lesson's discussion area.

Pleasures of Poetry - *$100*

How can you learn to write beautiful poetry? Let me count the ways. Create your best possible work, whether you're looking to be published or simply wish to craft a beautiful poem as a gift for a friend. You'll discover formal elements of craft, explore poetry topics, learn how to prepare a manuscript for publication, and receive guidance in a constructive and nurturing environment. Elizabeth Barrett Browning will have nothing on you.

Research Methods for Writers - *$100*

Attention all writers! Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business: even term papers and dissertations! Modern research techniques are boundless. The trick is knowing where to look and what to look for. Discover how to access public records, conduct successful Internet searches, and explore other similar treasure troves of information. "Get the tools you'll need to successfully gather and incorporate all the information that polished and professional writing projects require.

The Craft of Magazine Writing - *$100*

Starting a career as a magazine writer is easier than you think and it could be a great way to earn a little extra cash on the side. Have you ever read a nonfiction magazine article and thought, I can write better than that? With this fun, interactive class you can learn the ropes from a pro and turn your dream of becoming a freelancer into a bright future as a magazine writer. Whether you're retired, planning for the future or staying close to the kids, you'll find out plenty of powerful brainstorming techniques designed to practically write every article for you.

The Keys to Effective Editing - *$100*

A good editor is not just helpful, but essential! Whether you're aspiring to be an editor or are already working as an editor, you will learn about the fundamentals of top-notch editing for fiction and nonfiction and also learn about recent advances in professional editing. From the language of editing to grammar, punctuation, and syntax to the all-important relationships between editor, author,

and publisher, every facet of editing will be explored in this copyeditor course.

Write Your Life Story *- $100*

Find yourself through the process of telling your own, unique life story. Learning how to tell your truth is easy with this step-by-step process that begins with capturing ideas and ends by providing all the tools to tell the stories in your life. Share your secrets and successes, and better understand yourself. It's fun; it's exciting; and it's a story only you can tell!

Writing for Children *- $100*

Join a former executive editor of Scholastic children's publishing and transform your book idea into a finished product that could potentially land in the hands of an editor or agent. If you're already a successful writer, this course will help you explore new opportunities and markets for your work. Explore the changing world of children's literature and understand the various formats, whether it's early readers, picture books, chapter books, middle grade or young adult novels.

Writing Young Adult Fiction *- $100*

From Harry Potter to Twilight, young adult fiction is one of the hottest genres for today's novels. Teens and adults alike have discovered the excitement and passion of these stories, and publishers are hungry for more. If you're eager to break into this market, this course provides you with the recipe for creating your own successful young adult story and shows you how to get it published.

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Basic Computer Courses

Administrative Professional with Microsoft Office Specialist 2010 - *$2395*

This unique program will give you the skills you need to be a successful administrative professional, as well as familiarizing you with the Microsoft suite. In addition, the Microsoft Office Specialist 2010 portion is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Excel, Word, Power Point, Outlook, and Access 2010.

Advanced Microsoft Excel 2007 - *$100*

Maximize your investment in Microsoft Excel 2007 by mastering advanced Excel features that most users don't even know exist. By learning these advanced techniques, you can become more valuable to your organization. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheet, and find out how to nest one function inside another to accomplish just about anything MS Excel has to offer! Your ability to generate information with increased accuracy, timeliness, and usefulness will lead you and others to better decision-making.

Advanced Microsoft Excel 2010 - *$100*

Maximize your investment in Microsoft Excel 2010 by mastering advanced features that most users don't even know exist. In this practical, hands-on course, you'll discover how to use scenarios and data tables to quickly perform multiple what-if data analyses. You'll discover a variety of advanced techniques for PivotTables, like creating calculated fields and calculated items, as well as how to restore the "Classic PivotTable Style" drag-and-drop functionality. Impress your coworkers by learning how to add functional and eye-catching custom controls to any worksheet, and find out how to nest one function inside another to accomplish just about anything Excel has to offer!

Intermediate Microsoft Access 2007 - *$100*

Take your Microsoft Access skills to new heights! Master the tools and techniques required to create user-friendly Access 2007 databases. You'll find out how to create a switchboard form, change database settings, and use macros to make a database easy and intuitive enough for even a computer novice to use.

Intermediate Microsoft Access 2010 - *$100*

Do you have experience building Microsoft Access 2010 databases, but want to take your skills to the next level? In this course, you'll build an entire database project from scratch. By the time you've completed the course, you'll have a fully functional database that tracks customer and order information.

Intermediate Microsoft Excel 2007 - *$100*

Take your Excel skills to the next level and discover how this powerful MS Office program can boost your productivity. You'll learn how to create informative and eye-catching charts, as well as how to harness the power of Excel 2007's filtering techniques. You'll earn your coworkers admiration and gratitude and be able to easily manipulate data with the push of a button.

Intermediate Microsoft Excel 2010 - *$100*

Take your Excel skills to the next level! In these hands-on lessons, you'll master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2010. You'll learn how to harness the power of Excel's data analysis and filtering tools and see how easy it is to create macros that eliminate repetitive tasks. You'll also set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert!

Intermediate Microsoft Excel 2013 - *$100.00*

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2013, and discover how this powerful MS Office program can boost your productivity.
In these hands-on lessons, you'll learn how to create informative, eye-catching charts and graphs and harness the power of Excel's

data analysis tools and AutoFilter commands. In addition, you'll find out how easy it is to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you'll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire.
So get ready for six fun, action-packed weeks that will make you an Excel expert!

Intermediate Microsoft Word 2007 - *$100*

Learn Microsoft Word's more advanced features, which can make writing easier, faster, and more fun! Discover how to create an index, a list of figures, tables of contents, do desktop publishing, perform a mail merge, and use timesaving macros. By the end of the course, you'll know how to use Word both to save lots of time and to express your creativity!

Intermediate Microsoft Word 2010 - *$100*

Most people only ever use a fraction of Word 2010's features, but this powerful and highly popular program has so much more to offer! Learn Microsoft Word's more advanced features, which can make writing easier, faster, and more fun. You'll discover how to create an index, make a list of figures, build a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts. By the end of the course, you'll know how to use Word both to save lots of time and to set your creativity free!

Introduction to Microsoft Access 2007 - *$100*

You can learn how to slash data entry time and achieve huge reductions in data entry errors in this practical and project oriented hands-on workshop. Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important information you've collected about your business, home, community, or any other entity.

Introduction to Microsoft Access 2010 - *$100*

Take control over your data! Whether you're a novice or an experienced database user, this course will show you how to harness the full power of Microsoft Access 2010.

Introduction to Microsoft Excel 2007 - *$100*

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

Introduction to Microsoft Excel 2010 - *$100*

If you're friends all know you as a number whiz, then you need to master Microsoft Excel 2010. Even 'non-techie' beginners will find it easy to learn Excel in this fun, step-by-step online course. Learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Excel 2013 - *$100.00*

Do you work with numbers? Then you need to master Microsoft Excel 2013—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course.
These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.
In addition, you'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013.
This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2013 application like a pro.

Introduction to Microsoft Outlook 2007 - *$100*

Learn the essentials of Microsoft Outlook 2007 from an expert instructor who's already helped thousands become productive and confident with previous versions of Outlook. You'll see what's new in Outlook 2007 and get up and running quickly with the most important aspects of the program, from basic e-mailing to automating your work with rules. Whether you're new to Outlook or

you've been using it for years, you're sure to learn something useful in every lesson.

Introduction to Microsoft Outlook 2010 - *$100*

Are you overwhelmed by emails, meetings, and to-do lists? Harness the power of Microsoft Outlook 2010, and you'll instantly enhance your efficiency and productivity. In this course, you'll learn your way around the new ribbon-based interface and get up and running quickly. You'll start by learning how to manage the flood of emails you receive, creating folders and archives so you can always find what you need. Then you'll discover how to keep track of your contacts and use Outlook's Calendar and Alert features. You'll also find out how to customize Outlook so it perfectly meets your needs, and how to automate your work with rules. And finally, you'll get insider tips that will make you the Outlook guru in your office.

Introduction to Microsoft Outlook 2013 - *$100.00*

Want to learn Microsoft Outlook 2013 quickly? Want to become a confident and productive user of this powerful program without having to memorize a lot of technical mumbo-jumbo? In this course, you'll see what's new in Outlook 2013 and get up and running with the most important aspects of the program, starting with mastering the new Windows 8 style look and feel. From there, you'll quickly learn how to manage your email, calendar, and contacts, and how to streamline and automate your work with keyboard shortcuts, rules, Search Folders, and Quick Steps.
The goal of this course is to teach you what you really need to know to be productive with Outlook 2013. That means you won't waste your time on low-value aspects of Outlook. Instead, you'll focus on the important things like sending, receiving, and managing your mail, and using tools such as the calendar, tasks, and to-dos so you can manage your schedule and get your work done. You'll also learn about the redesigned Contacts section of Outlook (now called People). You'll discover how Outlook can connect to your social networks, and discuss the pros and cons of making those connections.
The course also shares secrets about how to get the most from Outlook. For example, did you know that you can create, send, and receive email messages without ever touching the mouse? It's faster and more efficient, and can even reduce some of the strain on your aching mouse hand. Introduction to Outlook 2013 dedicates an entire lesson to the instructor's favorite Outlook tips and tricks. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson.

Introduction to Microsoft PowerPoint 2010 - *$100*

Take your PowerPoint presentations from 'so-so' to sensational! In these lessons, you'll learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you'll discover how to create a PowerPoint photo album with your digital pictures. You'll also master PowerPoint Web App, an online version of PowerPoint, and learn how to save your presentations as PDF files and videos. Whether you're a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience's attention from start to finish.

Introduction to Microsoft Word 2007 - *$100*

Learn to use the word processor PC Magazine ranked as one of the 'strongest and most intelligent programs ever written.' Among many other things, you'll learn how to move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, and change margins and tab settings. The possibilities are endless with Word 2007 and they're yours to master!

Introduction to Microsoft Word 2010 - *$100*

Learn how to create and modify documents in the world's most popular word processing program. Learn how to run the integrated grammar and spelling checker, use the thesaurus, and save, retrieve, copy, organize, and print your documents. With the help of step-by-step instructions and hands-on activities, you'll quickly master every basic feature of Word and be able to use this program confidently at home or on the job.

Microsoft Office Specialist 2010 (MOS) Certification Training - *$1995*

Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint, Outlook, and Access 2010, while you prepare for certification. You will discover how to create and format documents, use tables, complete a mail merge, and more. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Microsoft Outlook 2010 Certification Training - *$595*

Learn basic to advanced skills in Microsoft Outlook 2010 while you prepare for certification. You'll discover how to create and format outgoing messages, track and respond to incoming messages, manage the Inbox with Rules and Quick Steps, create appointments and tasks, and more! This program is part of the Microsoft Business Certification program: Microsoft Office Specialist (MOS).

Microsoft PowerPoint 2010 Certification Training - *$595*

Learn basic to advanced skills in Microsoft PowerPoint 2010 while you prepare for certification. You'll discover how to create and format presentations, how to apply Transitions and Animations, how to set up presentations, and more! This program is part of the Microsoft Business Certification program: Microsoft Office Specialist (MOS).

What's New in Microsoft Office 2007 - *$100*

A lot has changed since 2003 and Microsoft Office is no exception! But don't worry- help is on the way.' In this course, you'll learn how to get around the Office 2007 programs and how to use their exciting new features. You'll get comfortable working with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. Before you know it, you'll be using each program with ease, accomplishing your work faster, and creating documents that look better than ever.

What's New in Microsoft Office 2010 - *$100*

Get up to speed on the latest version of Microsoft Office 2010! In these lessons, you'll explore all the new features of Office as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases.
As you master each program, you'll explore both the new 2010 features and those added in 2007. If you're still using Office 2003 or 2007, you'll learn how to transition smoothly to this newer version—and if you're already using Office 2010, you'll discover ways to work more quickly, efficiently, and confidently.

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Engineering

AutoCAD 2011 - *$2595*

Master basic and advanced design skills as you gain hands-on practice in using the 2D tools in AutoCAD 2011- an essential design tool used in mechanical and civil engineering, architecture, and facilities planning and management. Begin with the basic tools and then explore efficiency tools, complex objects, use of external reference and image files, advanced plotting, and customizations. This program will give you all the skills you need to prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

AutoCAD 2011 With AutoCAD 3D - *$3295*

Master basic and advanced design skills as you gain hands-on practice in using the 2D commands and 3D modeling tools in AutoCAD 2011.You'll get a thorough grounding in the main features of AutoCAD's advanced 3D Modeling workspace in addition to exploring efficiency tools, complex objects, use of external reference and image files, advanced plotting, and customizations. This program will give you the skills you need to prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

AutoCAD 3D - *$1695*

If you've mastered AutoCAD's 2D concepts and methods, you can 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. Many employers use AutoCAD 3D in their computer-aided design environment and AutoCAD 3D skills will make you more competitive in fields including mechanical and civil engineering, architecture, and facilities planning and management.
This program will help you prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam.

AutoCAD 3D, Software Included - *$1995*

If you've mastered AutoCAD's 2D concepts and methods, you can 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. Many employers use AutoCAD 3D in their computer-aided design environment and AutoCAD 3D skills will make you more competitive in fields including mechanical and civil engineering, architecture, and facilities planning and management.

Basic Cost Engineering - *$249*

This course starts by identifying cost engineering terms, information sources, the effects of cost reduction upon profits, and breakeven analysis. Other topics include the types of cost estimates, overhead analysis, cost indices, improvement curves, cash flows, time-value-of-money, and conceptual cost estimating. These topics are present at the introductory level with illustrative example problems, interactive assignments, and assessments (quizzes).

Basic Engineering Economics - *$249*

This course starts by identifying engineering economic terms, interest considerations and cash flow diagrams.' The basic calculations of present worth, future worth, uniform annual amounts, and gradient payments are presented.' Depreciation and tax effects upon cash flows analysis, and benefit/cost analysis are illustrated with example problems, interactive assignments, and assessments (quizzes).

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Graphics & Multi-Media Design

Digital Arts Certificate - *$5995*

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital imaging, traditional drawing, and digital illustration. Youâ€™ll learn professional applications for Adobe Photoshop and Illustrator alongside traditional materials like pencil and charcoal. Course projects include retouching, compositing, digital illustration, and still life drawing.

This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Intermediate InDesign CS5 - *$100*

Harness the full power of Adobe InDesign CS5! In this fun, hands-on course, you'll dig into advanced features that will take your InDesign projects to the next level.

Intermediate Photoshop CS5 - *$100*

If you're already using the basic tools in Adobe Photoshop CS5, take your photo-editing skills to a new level! In this course, you'll become an expert at using layers, layer masks, and other advanced features that let you change images easily long after you create them (and long after the Photoshop "undo" command expires).

Intermediate Photoshop CS6 - *$100*

Photoshop is one of the most amazing software programs ever developed. It's a fun and creative way to alter photos and prepare them for print or the Web. In this course, you can take your Photoshop skills to the next level by exploring more advanced features in Photoshop that let you easily re-edit projects long after they were originally created (and long after the Photoshop "undo" command has expired).

Introduction to Adobe Edge Animate - *$100*

For years, creating animated and interactive content on the Web has required learning complex tools and managing proprietary plug-ins. With Adobe Edge Animate, that has changed. Using this tool, designers can create engaging content and graphics quickly and easily, relying on widely-accepted Web standards and requiring a minimal amount of code.

Introduction to CorelDRAW X5 - *$100*

Let CorelDRAW X5 unleash your creative genius! Whether you're a crafter, student, or professional graphic artist, this software is the perfect choice for your graphic design needs.
CorelDRAW is easy to learn, and you'll be amazed at the professional results you can achieve right from the start. Even if you can't draw a straight line, this vector-based software program will help you draw with confidence as you create professional newsletters, greeting cards, web graphics, and logos. In addition, you'll learn how to turn plain photographs into brilliant works of art.

Introduction to Final Cut Pro X - *$100.00*

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software! Whether you're an absolute beginner, an iMovie user, or an editor needing to upgrade from a previous version of Final Cut Pro, this course will prepare you to work on any type of editing project quickly and intuitively.
We'll cover the FCPX interface and its basic editing toolset including its advanced handling of metadata, the Magnetic Timeline, the Ripple and Insert edit tools, filters, titles, transitions, and audio tools. We'll also explore many of its advanced features such as Auditions, Compound clips, color correction, masks, and Roles.
You'll discover every feature of the FCPX software via hands-on tutorials in which you'll edit footage to produce finished works that you can show to potential employers, family, and friends. Each lesson focuses on general editing techniques and strategies for many different kinds of projects involving dialogue, music video, documentary interviews, action sequences, and promotional video. Along the way, you'll develop essential skills that will make editing your videos fast, expert, and fun.
By the end of the course, you'll know how to edit professional video presentations for use on the Web, in education, for business, or

for a career in the motion picture industry!

Introduction to Illustrator CS5 - *$100*

If you're planning a career as a graphic artist, you need to master Adobe Illustrator CS5 - and this course will give you the skills you need to use this powerful software tool with confidence. You'll learn how to create infinitely resizable vector images and add stunning effects using blends, brushstrokes, and shading techniques. You'll also find out how to move images between Photoshop and Illustrator, so you can take advantage of the strengths of both programs. You'll become skilled in using the Recolor Artwork and Gradient tools, and you'll learn how to draw and trace with the Pen tool. In addition, you'll discover how to work with color, use shortcuts for applying color to images, and add special effects such as 3D to your drawings. Whether you're a beginner or want to enhance your existing Illustrator skills, this is the course for you!

Introduction to Illustrator CS6 - *$100*

If you want to get a job as a graphic artist, you need to learn Adobe Illustrator. In this course, you'll see how Adobe Illustrator CS6 can give you the power to design, draw, and color images quickly and easily.
From drawing objects with the shape tools to mastering the all-important Pen tool to working with shape gradients, you'll gain the techniques you need to produce stunning vector graphics. You'll learn to apply and work with color, create shading effects and painterly brushstrokes, and add special effects such as 3D to your drawings that will set your work apart. You can also easily move designs back and forth between Photoshop and Illustrator to take advantage of the strengths of both programs.

Introduction to InDesign CS5 - *$100*

In this Adobe InDesign CS5 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. You'll discover that you don't need to be a designer or an artist to produce beautiful documents!

Introduction to InDesign CS6 - *$100*

In this Adobe InDesign CS6 class, you'll get hands-on desktop publishing training and come away knowing how to use this popular page layout software program to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. You'll discover that you don't have to be a designer or an artist to produce professional-quality documents!

Introduction to JavaScript - *$100.00*

You may already know how to use HTML and CSS to create websites. If so, you're ready to add more power to your programming with JavaScript. This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages.
The course begins with the basics of JavaScript code and then moves on to more advanced topics. You'll learn how to define what happens when a user clicks a button or presses a key on your pages, and see how JavaScript enables your pages to make "if . . . then . . . else" decisions about what to do based on circumstances. You'll also get a chance to try out loops and timers to create animation effects. Throughout the course, you'll get plenty of hands-on practice to give you the experience you need to really understand how JavaScript works.
And since no JavaScript course would be complete without a discussion of jQuery, we cover it as well. This free "write less, do more" JavaScript library has become virtually synonymous with modern Web and mobile app development. By the end of the course, you'll understand how to use jQuery to catapult your basic JavaScript knowledge to incredible new heights.
This course assumes students already know HTML and CSS. JavaScript is always used with these two programming languages, not as an alternative to them.

Introduction to Lightroom 4 - *$100*

Do you have a lot of images to manage? Adobe Photoshop Lightroom 4 is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Whether you're a busy parent shooting lots of pictures or a professional photographer with many clients, Lightroom 4 will help you get the results you want in a lot less time.

Introduction to Lightroom 5 - *$100.00*

Do you have a lot of images to manage? Adobe Photoshop Lightroom 5 is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Whether you're a busy parent shooting lots of pictures or a professional photographer with many clients, Lightroom 5 will help you get the results you want in a lot less time.
In this course, you'll see how Lightroom 5 can help you prepare, edit, and organize your photos quickly and effectively. Using Lightroom 5's non-destructive editing, you'll be able to control how you edit your images and make additional alterations later. You'll learn to apply changes to multiple images while developing an efficient image processing workflow. You'll also see how to

organize, tag, and make collections with Lightroom's powerful organization tools; create customized slideshows and presentations; and fine-tune the overall color and lighting of your images. You can use Lightroom 5 as a companion to Photoshop, Photoshop Elements, or other digital photo editors, and you can export or print your work in exactly the size or format you need.
So put some polish on your photos, save time, impress clients, and stay organized as you unlock the mysteries of Adobe Photoshop Lightroom 5. The hands-on, easy-to-follow exercises in this course will help you perfect your collections of digital photos!

Introduction to Photoshop CS5 - *$100*

Learn how to use the world's best-known photo-editing program with confidence, even if you're a beginner. You'll get detailed, step-by-step instructions from an expert and columnist for Photoshop User magazine who's twice been nominated for the Photoshop Hall of Fame. You'll also learn how to switch the backgrounds in images and how to remove wrinkles and blemishes from photos, just like professionals do in magazines.

Introduction to Photoshop CS6 - *$100*

Photoshop is the world's best-known photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. Discover the fastest and most effective ways to use Photoshop from an expert and former columnist for Photoshop User magazine. You'll learn how to use Photoshop with detailed, step-by-step instructions that you'll have no trouble following—even if you've never used a computer graphics program before! And you'll have a lot of fun doing it.

Multimedia Arts Certificate - *$5995*

The Multimedia Arts Online Training Program builds your proficiency in core tools for interactive development: Adobe Photoshop, Premiere Pro, and After Effects, and examines professional techniques for video production and video editing. You will learn how to create images, interfaces, and motion graphics for the Web and beyond. Course projects include video shoots, story boarding, video and sound editing, Web page creation, and motion graphics production.

This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Photoshop CS6 for the Digital Photographer - *$100*

Adobe's Photoshop CS6 is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course, you'll master techniques to make the most of your digital images and add a professional polish to your work. Designed for those with no image-editing experience, this class will take you from novice to accomplished photo editor. In Photoshop CS6, Adobe has combined the power of their award-winning technology with sophisticated tools that produce dynamic results. This course offers simple, step-by-step instructions for correcting flaws, enhancing the final product, adding text, and preparing images for email and the Web. Along the way, you'll learn how to use the tools that make this software so popular and unique in the world of digital image editing. As the high-end program in Adobe's collection of photo-editing software, Photoshop CS6 gives users all the tools they need to create outstanding digital images. Because this course is specifically targeted at photographers, you'll come away with a collection of useful techniques and quickly start seeing amazing results in your images!
Note: For students who have taken Photoshop for the Digital Photographer with CS3 or CS4 As of January, 2011, Our Photoshop for the Digital Photographer course has been substantially expanded, rewritten, and updated and is now offered in a two-course format. If you've previously taken Photoshop for the Digital Photographer, here are some things to keep in mind if you're considering the new CS6 courses. Photoshop CS6 for the Digital Photographer will be a review for most of you. It's updated and expanded and includes CS6-specific content, covering some subjects in more detail, but overall the basic information doesn't change that much from version to version. You'll find these additions to this course: More detail on sizing, shaping, and image resolution More extensive coverage of raw files and using the Camera Raw tool More information on using Histograms The second course, Photoshop CS6 for the Digital Photographer II, builds on the first course and is a mix of some material from previous versions of the course and completely new topics, along with the new CS6 features. This material will be primarily new for returning students. So which class to take? If you've taken one of my Photoshop for the Digital Photographer courses and feel comfortable with Photoshop and CS6 for basic work, you'll do well in Photoshop CS6 for the Digital Photographer II. If you'd like a refresher with updated material for CS6 and some expanded coverage, you may want to start with Photoshop CS6 for the Digital Photographer. And, of course, students new to Photoshop should start with this course as well.

Photoshop CS6 for the Digital Photographer II - *$100*

Adobe's Photoshop CS6 is a powerful software solution that provides support and specialized editing tools for digital photographers and graphic artists. If you know the basics of this powerful program, you're ready to master advanced techniques, including building collages, doing detailed editing, and restoring old photos. This class is perfect for you if you're already familiar with cropping, printing, and color adjustments, as well as the use of selection tools, and you want to learn how to add special effects and take your photo-editing skills to the next level. In these lessons, you'll explore a wide range of options, including portrait editing, image distortion, and filters. In addition, you'll learn how to make the most of Adobe's award-winning layers option by combining images with layers and combining layered work with CS6's tabbed windows feature—a great tool for multi-image work. You'll also see how and when to use raw images, and you'll discover when to use JPEGs for outstanding prints and projects. You'll be amazed

by the new HDR options and the dynamic results. If you haven't fully unlocked the mysteries of Photoshop CS6, you'll find all the answers you need in this course. By the time you complete these fun, easy-to-follow lessons and hands-on activities, you'll be a true Photoshop guru. Note: For students who have taken Photoshop for the Digital Photographer with CS3 or CS4 As of January 2011, our Photoshop for the Digital Photographer course has been substantially expanded, rewritten, and updated, and classes for CS5 and CS6 are now offered in a two-course format. If you've previously taken Photoshop for the Digital Photographer, here are some things to keep in mind if you're considering the new CS6 courses. Photoshop CS6 for the Digital Photographer I will be a review for most of you. It's updated and expanded and includes CS6-specific content, covering some subjects in more detail, but overall the basic information doesn't change that much from version to version. You will find these additions to the first course: More detail on sizing, shaping, and image resolution More extensive coverage of raw files and using the Camera Raw tool More information on using Histogram Photoshop CS6 for the Digital Photographer II builds on the first course and is a mix of some material from previous versions of the course and completely new topics, along with the new CS6 features. This material will be primarily new for returning students. So, which class to take? If you've taken one of my Photoshop for the Digital Photographer courses and feel comfortable with Photoshop and CS6 for basic work, you'll do well the second course. If you'd like a refresher with updated material for CS6 and some expanded coverage, you may want to start with the first course. And, of course, students new to Photoshop should start with Photoshop CS6 for the Digital Photographer I.

Photoshop Elements 10 for the Digital Photographer - *$100*

Take your images from so-so to spectacular! Whether you're making quick fixes or detailed enhancements, Adobe Photoshop Elements 10 provides the tools you need to achieve high-quality results. If you're a novice with no photo-editing experience or you want to upgrade skills you learned in an earlier version of Elements, this course is for you.

Photoshop Elements 10 for the Digital Photographer II - *$100*

Bring out the best in your images! If you have a basic working knowledge of Adobe's Photoshop Elements 10, these lessons will help you take your skills to the next level. Gain ability and confidence as you master the features of this award-winning software, specifically designed for photo enthusiasts.

Photoshop Elements 11 for the Digital Photographer - *$100*

Participants in this course will learn how to use Adobe Photoshop Elements 11 to do everything from quick fixes to detailed enhancements to photos and images. They'll master techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for email and the Web, and organizing images.

Photoshop Elements 11 for the Digital Photographer II - *$100*

Bring out the best in your digital images! If you have a basic working knowledge of Adobe's Photoshop Elements 11, these lessons will help you take your skills to the next level. Gain ability and confidence as you master the advanced features of this award-winning software, specifically designed for photo enthusiasts. Packed with hands-on activities and step-by-step instructions, this course will make you an accomplished user in just a few weeks.

Photoshop Elements 9 for the Digital Photographer - *$100*

Bring out the best in your images! Whether you're making quick fixes or detailed enhancements, Adobe's Photoshop Elements 9 provides the tools you need to achieve high-quality results. If you're a novice with no photo-editing experience or you want to upgrade skills you learned in an earlier version of Elements, this course is for you.

Photoshop Elements 9 for the Digital Photographer II - *$100*

Bring out the best in your images! If you have a basic working knowledge of Adobe's Photoshop Elements 9, these lessons will help you take your skills to the next level. Gain ability and confidence as you master the features of this award-winning software, specifically designed for photo enthusiasts. Packed with hands-on activities and step-by-step instructions, this course will make you an accomplished user in just a few weeks.

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IT & Web Design

Android Application Developer - *$1695.00*

This program will give you valuable Android Application development experience. In the program, you will learn how to develop basic Android Applications using the Android ADT framework. When you have completed the program, you will be equipped to start exploring the world of creating applications for Android Devices. This program will take you through the basics of Android

Framework to working with complex applications.
When you are done with this program, you will have foundational knowledge, and with additional study time and practical application, you can prepare to develop higher level applications and games.
This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Blogging and Podcasting for Beginners - *$100*

If you're thinking of starting a blog or just beginning one, this course is for you. Perhaps you'd like to try out podcasting too. You can and it's easy. In this course, you'll learn how to create, manage, and promote your own blog and audio and video podcast using tools that you already have on your computerâ€"no paid software or equipment is needed.

You'll begin by developing a plan for the content, setup, and long-term maintenance of a blog, and then you'll use free blogging software like Blogger and WordPress to put that plan into action. After that, you'll learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You'll edit the file with another free software program, add music to it, and then post it online for others to enjoy. Your instructor will guide you through all these steps. Finally, you'll find out how to record a video podcast. You'll use pre-recorded video to learn the editing process, and then you'll apply what you've learned to your own video file. You'll edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

Through hands-on exercises, you'll discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. Guided by an expert instructor, you'll find that creating a blog and podcast is much easier than you ever imagined. And by the end of this course, you'll be amazed how much you've accomplished.

Cisco CCNA Certification Training - *$1995*

Acquire all the essential knowledge to install, configure, and operate simple routed LANs and WANs. You'll learn about switched LAN Emulation networks made up of Cisco equipment and be provided with focused coverage of Cisco router configuration procedures. Instructor will focus on giving you the skills and knowledge necessary to install, operate, and troubleshoot a small and medium branch office Enterprise network, including configuring several switches and routers, connecting to a WAN, and implanting network security.
This program will prepare students for Cisco Exam 640-802.

CompTIA A+ Certification Training - *$1695*

Open the door to an exciting career in computer technology! Instructors will prepare you for two CompTIA A+ certification exams: A+ Essentials and A+ Practical Application. Topics covered in the program include motherboards, memory, processors, video, storage media and devices, printers, operating systems, networking, and security.
This online program will prepare students to take your A+ exams, but the exams or exam vouchers are not offered as a part of this online program.

CompTIA Healthcare IT Technician - *$1595*

Healthcare expenditures in the United States represent nearly 20% of all economic activity, and, as the population ages, this number is expected to double! This is one reason why there are so many initiatives trying to address the cost and delivery of quality healthcare.
This astronomical growth of healthcare brings a large quantity of opportunities. As healthcare providers begin to embrace information technology as a way to improve healthcare delivery, the need for qualified information technology professionals will only continue to increase.
This course of study will help you qualify for the opportunities that are available in the industry. It will also prepare you to take the CompTIA™ Healthcare IT Technician exam and increase your level of qualification even further!

CompTIA Network+ Certification Training - *$1495*

Learn the fundamentals you need to obtain a CompTIA Network+ certification and start a career as a network technician. You'll master basic networking concepts and learn about network design, security, routing, and switching.
This program will qualify you to take the CompTIA Network+ certification exam.

CompTIA Security+ Certification Prep 1 - *$110*

This course covers the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including crossword puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-301 exam so you can leave the test center with your Security+ certificate in hand.

CompTIA Security+ Certification Prep 2 - *$110*

This course, the second of two courses, reviews the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions to aid your learning. All of the content is geared toward helping you prepare to pass the SY0-301 exam so you can leave the test center with your Security+ passing score in hand.

CompTIA Security+ Certification Training - *$1495*

Become proficient in basic security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident reporting, and vulnerability assessment as you master the basics of system security, network infrastructure, access control, and organizational security.
You'll gain the skills you need to be a security professional and prepare yourself to take the CompTIA Security+ certification exam.

Creating jQuery Mobile Websites With Dreamweaver - *$100*

Students will learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile.

Creating Mobile Apps with HTML5 - *$100*

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, Blackberry, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don't!
Fortunately, you're about to discover a better way to build apps. In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.

Creating Web Pages - *$100*

Leave your mark on the World Wide Web! Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. You'll learn about the capabilities of the World Wide Web and the fundamentals of web design. with your instructor's patient guidance, you'll 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're interactive personal Web site is only a click away!

Designing Effective Websites - *$100*

Maybe you have your own Website, but does your site represent you in an organized, professional manner? Regardless of your current skills or level of knowledge, you'll 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!

Google Analytics - *$195*

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leverage more success from their website.

Intermediate CSS3 and HTML5 - *$100*

Today's websites require streamlined code that adapts to a variety of devices, screen resolutions, Web browsers, and user needs. CSS3 and HTML5 are the keys to creating that, and they're the foundation upon which all modern websites built (not to mention many mobile apps, games, and even desktop apps). This means today's software developers need a deep understanding of CSS3 and HTML5.

Intermediate Dreamweaver CS5 - *$100*

Take your web design skills to new heights as you master advanced Adobe Dreamweaver CS5 techniques! You'll get hands-on practice in using pure CSS layout and discover how to incorporate multimedia elements such as Flash video and audio. In addition, you'll explore the use of XML and XSL.

Intermediate Dreamweaver CS6 - *$100*

Take your Adobe Dreamweaver skills to the next level with more advanced techniques under the tutelage of a proven Web development expert. In this new intermediate-level Dreamweaver course, you'll learn to harness the power of this industry-standard Web design tool.

Intermediate Flash CS5 - *$100*

Master the basics of creating Flash movies as you learn how to get around in the Flash workspace, create text and graphics, and animate objects on the Flash movie stage. You'll find out how to create interactive buttons with ActionScript 3.0, Flash's powerful programming language. You'll also explore using sound and digital video in your Flash movies, as well as creating and animating 3-D objects, syncing sounds with animations, adding special effects, and publishing your Flash movies to the Internet.

Intermediate Visual Basic - *$100.00*

Why is Visual Basic the most widely used programming language for creating Windows applications? Because it's easier to learn and faster to use than most other programming languages.

If you're a VB programmer who wants to go beyond the introductory level to create the sophisticated and powerful programs business users need, this course is for you. As we focus on database applications, you'll learn the in-demand programming skills you need to get new work in the business world.

We'll begin by discussing how to enrich the graphical user interface with custom menus and toolbars. Next, we'll explore multiple form applications, starting with built-in dialog controls, and then turning to helper forms and Multiple Document Interface applications.

After that, we'll deepen your understanding of databases. You'll find out how to access and modify data with data-bound controls, ADO .NET, and Structured Query Language (SQL). And we'll finish up with a survey of other areas you might be interested in studying, including information on additional SQL functionality, Web applications, and XML.

Introduction to CSS3 and HTML5 - *$100*

Learn how to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you're going to need to keep up with ever-evolving standards. The new standard for Web developers is to use CSS3 and HTML5.

Introduction to Dreamweaver CS5 - *$100*

Learn how to use this powerful software tool with skill and confidence! In these step-by-step lessons, you'll build an in-class Web site using Adobe Dreamweaver CS5 - and in the process, you'll discover how to plan a Web site from the ground up. Work alongside an industry professional as you master skills ranging from using Cascading Style Sheets to creating standards-compliant pages. You'll examine site planning strategies, learn principles of good Web design, and explore Dreamweaver's best practices for maintaining Web sites once they're online.

Introduction to Dreamweaver CS6 - *$100*

You've taken your first steps into Web design, and your fingers are beginning to cramp from all that typing—but don't panic! Developing your coding skills has not been in vain! You're ready for Dreamweaver—Adobe's preeminent Web development application—which has been designed from the ground up to make developing websites easier.

Introduction to Flash CS5 - *$100*

Take your graphics skills to a whole new level by adding Flash to your designer toolkit! You'll master the basics of creating Flash movies as you learn how to get around in the Flash workspace, create text and graphics, and animate objects on the Flash movie stage. Find out how to create interactive buttons with ActionScript 3.0, Flash's powerful programming language, explore using sound and digital video in your Flash movies, and much, much more!

Introduction to Flash CS6 - *$100*

Flash has grown beyond its best known application, Web pages. Nowadays, Flash movies appear everywhereâ€”the Internet, mobile devices, the cinema, TV shows and commercials, computer games. Using Flash, you can create a wide variety of file formats, including apps (iOS and Android), HTML5, and video that work on virtually any device.

Introduction to Java Programming - *$100.00*

If you want to learn computer programming but don't have any prior experience, you'll 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 programming 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'll use the latest release of Java, from Oracle, the company that maintains and supports the language. We'll also use BlueJ, a graphical development environment designed especially for students. Both are free open-source products, and I'll give you the proper instructions to download them. By the time we're done, you'll be comfortable with Java programming and ready for more!

Introduction to Microsoft Publisher 2007 - *$100*

If you're looking for a quick, easy, and inexpensive way to produce professional brochures, newsletters, flyers, or even a Web site, Microsoft Publisher 2007 is your solution! Learn how to design, create, and publish a wide variety of stunning documents and find out how Publisher's built-in layouts and templates can help you quickly complete virtually any desktop publishing project. This affordable and functionality-packed program can take you to levels of design expertise you never dreamed possible.

Introduction to Microsoft Publisher 2010 - *$100*

In this course, you'll learn to use Microsoft Publisher 2010 to create impressive publications. It's perfect for beginners who want to learn how to produce professional-quality newsletters, fliers, letterheads, and brochures.

Introduction to Microsoft Publisher 2013 - *$100.00*

In this course, you'll learn to use Microsoft Publisher 2013 to create impressive publications. It's perfect for beginners who want to learn how to produce professional-quality newsletters, fliers, letterheads, and brochures.
You'll start by learning how to navigate the Publisher workspace using the ribbon, and how to access both local and online Publisher templates. Next, you'll find out how to create and manage text, pictures, graphics, and other elements, such as tables and shapes, and see how you can use these different components to create a variety of documents.
As the course progresses, you'll learn about different kinds of publications Publisher can help you produce. You'll see how to create documents from scratch, but you'll also learn how to modify existing templates so you can create customized documents more easily. Finally, you'll learn all about printing your publications and how to share Publisher documents electronically.
Once you learn how to manage Publisher tools and features and how to design effective publications, you'll be able to create anything you might need. Introduction to Publisher 2013 is a course that will help you do just that!

Introduction to Python 3 Programming - *$100*

Enhance your résumé by adding Python to your programming skills! The Python programming language was developed to provide a way to develop code that's easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier.

Introduction to Visual Basic - *$100*

Visual Basic is the most widely used programming language for creating Windows applications. Why? Because it's easy to learn, and doesn't require you to memorize difficult commands like other programming languages. In this course, you'll learn how to write Windows applications and programs using the Visual Basic programming language and the Visual Basic development environment.

iPhone/ iPad (iOS) Application Developer - *$1995*

Start an exciting new career in an expanding technical field as a iOS app developer.
Companies and organizations, both small and large, are looking for new ways to attract current and prospective users of their products, services, and information. These businesses are using iPhone and iPad applications to increase their customer interaction. Additionally, iOS applications bring media and entertainment into the hands of iPhone users who enjoy listening to music, watching videos, and participating in invigorating gaming experiences.
In this online program, prepare to create compelling iPhone and iPad apps with this course, and gain the credentials that will expand your opportunities for employment and set you apart from others competing in the industry. You will even build your own application that you can showcase in your portfolio and demonstrate to potential employers. Begin learning the essentials you need to create iOS apps, and build marketable experience.

Mac, iPhone, and iPad Programming - *$100*

The fastest-growing software market today involves mobile applications (or apps). In this course, you'll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps that you can sell through Apple's App Store, reaching millions of potential customers around the world.

Microsoft Certified Solutions Associate (MCSA): Server 2008 - *$2195*

The MCSA: Windows Server 2008 series will prepare you to take the Microsoft 70-640, 70-642, and 70-646 certification exams. The MCSA: Windows Server 2008 program will also prepare you to administer and manage Windows 2008 Networks.
This certification will give you the opportunity for more money and more stability in the ever-growing and changing IT marketplace. The network administrator profession continues to be among the fastest growing and most stable positions in the IT industry.

Microsoft SharePoint 2010 Certification Training - *$795*

Engage in the SharePoint 2010 training program if you are either new to or experienced in working with the SharePoint 2010 program. Work through all of the fundamentals of SharePoint from an end user's perspective. Then build on those skills by learning about the tools you need to manage SharePoint sites.

Mobile and Desktop Web Developer - *$2995*

Expand your career possibilities by learning Web Development in this online program. Build dynamic websites, and play a key role in increasing client-interaction for any company or business. Create your own websites and work with clients, or improve existing websites to increase their functionality and make them more complex or user-friendly.
Knowing both desktop and mobile development technologies will increase your job possibilities exponentially, especially with the increasing use of Smartphones and mobile devices.
Learn the latest in-demand technologies for developing websites for both mobile and desktop devices, and gain versatility as a professional web developer.

Web Design Certificate - *$5595*

The Web Design Online Certificate Program will teach you to develop the visual graphic and information design skills required to create compelling Web sites. You'll learn professional applications for Adobe Photoshop and Adobe Dreamweaver, and you'll learn the essentials of scripting with HTML, CSS, and JavaScript. Program projects include HTML page markup, CSS-based layout and typography, home page and navigation design, visual design fundamentals, interactivity with JavaScript and jQuery, and more. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

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Personal Interest

2014 Summer Reading Programs for Children and Adults - *$*

Programs in Morgantown and Charleston
For an enjoyable activity with lifelong benefits, we recommend one of our eight different reading skills programs designed and taught by instructors from the Institute of Reading Development. Programs have been offered as a community service by West Virginia University, Continuing & Professional Education, a non-profit organization, since 2007.

Assisting Aging Parents - *$100*

Learning how to help parents or other loved ones through their transition can better prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. You'll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

Handling Medical Emergencies - *$100*

Would you know how to confidently react if someone needed your help? Every second counts during a medical emergency. You'll learn to identify common medical emergencies affecting children and adults, and instructors will help you recognize signs and symptoms, and teach you how to render appropriate emergency care. Adults will learn how to recognize and manage chest pain, heart attack, allergic reactions and much more. Children will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse.

Introduction to Digital Scrapbooking - *$100*

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking.

Introduction to Guitar - *$100*

Learn to play guitar, and become the musician you've always wanted to be! In this fun and informative course, you'll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. First, you'll get to know all the parts of your guitar, from frets to strings. Then you'll jump right in and learn to read music, play clear and beautiful notes and chords, and control your rhythm, tempo, and volume. And finally, you'll discover how to add expression and artistry to your music.

Introduction to Natural Health and Healing - *$100*

Learn how to promote wellness, balance and health in your everyday life! You'll discover that true health means wholeness of the mind, body, and spirit. Don't waste any more time taking the wrong vitamin supplements and feeling run down. By the end of this course, you'll have learned to relax, revitalize and rejuvenate your entire being in ways you didn't even know were possible!

Luscious, Low-Fat, Lightning-Quick Meals - *$100*

You can save money and prepare home-cooked meals that are fast, easy and so delicious your family won't even realize they're healthy! Find out just how simple it can be to prepare meals that are both nutritious and delicious. You'll discover dozens of easy ways to make lowered-fat food taste terrific and learn a dietitian's trade secrets for getting in and out of the kitchen quicker. Get ready to discover over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes!

Mastering Public Speaking - *$100*

You can become an effective public speaker! In these lessons, you'll learn how to talk confidently and persuasively to both large audiences and small groups. You'll master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.

Online Conversational Spanish - *$125*

Learn to speak Spanish! This course is designed for people who have minimal or no prior Spanish education. Students will learn elementary Spanish grammar, vocabulary, and pronunciation, focusing on understanding, speaking, reading, and writing (including spelling) simple Spanish. It is also an introduction to the geography, history, and culture of the Spanish-speaking world. Learning Conversational Spanish can be beneficial for future or current employment, for travel purposes, or just as a personal interest.

Start a Pet Sitting Business - *$100.00*

If you're an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career!

In this course, you'll master the essentials of running a cat and dog sitting business. You'll begin with pet care, including nutrition, exercise, first aid, and identification of common diseases. You'll learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog.

Next, you'll discover how to handle home visits and impress your potential clients. You'll also explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care.

In addition, you'll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. You'll find out how to obtain required insurance, hire employees as your business expands, and entice financial institutions to loan you money.

To complete the picture, you'll identify many opportunities for expanding your pet sitting services. Is a dog-walking service right for you? Can you train puppies? Do you want to look after other animals, including horses?

By the end of this course, you'll have all the knowledge you need to become a professional pet sitter. In addition, you'll see how your pet sitting business can grow to continually challenge and satisfy you.

Start Your Own Edible Garden - *$100*

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season.

Start Your Own Gift Basket Business - *$100.00*

Take your first step toward a career as a gift basket designer! This course will tell you everything you need to know about starting a gift basket business and running it successfully.

First, you'll learn how to make gift baskets that stand out from everyone else's. You'll discover where to find foods, products, and supplies to make your baskets, and you'll find out how to set up your own design studio. In addition, you'll explore the requirements and guidelines for running a home-based business. You'll also get the inside story on finding customers and marketing your gift baskets online and offline.

Next, you'll learn how to maximize your profits by pricing your gift baskets correctly. You'll also see how to collect payments involving cash, checks, and credit cards. After that, you'll investigate cost-effective ways to ship and deliver the gorgeous gift baskets you create.

And of course, you'll want a Web site—so this course will teach you how to create an attractive, professional-looking site that entices customers to buy your baskets. In addition, you'll find out the sales secrets that most long-time designers won't reveal, such as standalone gift sales and drop shipping. Finally, and best of all, you'll follow step-by-step instructions to make your very first professionally-styled gift basket!

By the end of this course, you'll be ready to start your own business as a gift basket designer—and you'll have the confidence you need to excel in this fun and profitable career.

Write Your Life Story - *$100*

Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story, just like the authors of the bestselling Rocket Boys and Angela's Ashes. This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell.

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Test Prep

GRE Preparation Part 1 (Verbal and Analytical) - *$100*

Cover all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You'll also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score!

GRE Preparation Part 2 (Quantitative) - *$100*

Find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, standard problem solving, and data interpretation questions that make up the quantitative reasoning sections of the GRE. These tips and more will help you keep cool on the exam and get your best score!

Forensic Science

Forensic Science Continuing Education Tracks

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Continuing Education Program: Crime Scene Investigation Track - *$500.00*

The Crime Scene Investigation Track is a compilation of online courses that cover a variety of topics necessary in the investigation of crime scenes. Students will take individual courses that include: Crime Scene Investigation, Introduction to Forensic Photography, and Perspectives in Expert Testimony. Also, students will choose one related elective course from the following: Introduction to Bloodstain Pattern Analysis, Shooting Reconstruction, Principles of Death Investigation, and Evidence Analysis: Beyond the Crime Scene. After the courses are completed, students will then be enrolled in the capstone portion of the track. The capstone is a mechanism utilized to test the comprehensive knowledge gained by completing the track and includes a virtual crime scene assignment as well as a final assessment, where topics from all courses will be covered.
The student has one year to complete the track requirements.

Continuing Education Program: Forensic Biology Track - *$600.00*

The Continuing Education Program: Forensic Biology Track is a compilation of courses that cover different aspects of biology as it relates to forensic science. Students will take individuals courses that include: The Basics of Biological Evidence, DNA Analysis for Forensic Based Evidence, and Perspectives in Expert Testimony. Students will also choose two related elective courses from the following: Forensic Entomology for the Crime Scene Investigator, Hair Evaluation for DNA Analysis, Introduction to Bloodstain Pattern Analysis, and Introduction to Fish and Wildlife Investigation. After the courses have been completed, students will be enrolled in the capstone portion of the track. The capstone is a mechanism utilized to test the comprehensive knowledge gained by completing all courses in the track and includes three assignments as well as a final assessment, where topics from all courses will be covered.
The student will have one year to complete the track from date of enrollment.

Continuing Education Program: Forensic Chemistry Track - *$600.00*

The Forensic Chemistry Track is a compilation of online courses that cover a variety of topics in the field of forensic chemistry. Students will take individual courses that include: Introduction to Forensic Drug Chemistry, Fundamentals of Forensic Toxicology, Chemical Spot Tests for Illicit Drugs, Forensic Mass Spectrometry, and Perspectives in Expert Testimony. After the courses are completed, students will then be enrolled in the capstone portion of the track. The capstone is a mechanism utilized to test the comprehensive knowledge gained by completing all courses in the track and includes an assignment as well as a final assessment, where topics from all courses will be covered.
The student has one year to complete the track requirements.

Continuing Education Program: Specialized Skills Track - *$500.00*

The Specialized Skills Track is a compilation of online courses that cover a variety of topics in the field of forensic science. Students will choose 5 individual courses from all the courses that are offered to create their own specialized skills track. NOTE: If you are interested in a discipline-specfiic track (Crime Scene Investigation, Chemistry, or Biology), those should be registered for separately as the Specialized Skill track simply allows students to group courses of their choice that may not fit into a specific discipline. The student has one year to complete the track requirements.

Forensic Science Initiative

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Automated Fingerprint Identification System - *$150.00*

The goals of this course are twofold: to have the student understand the operations of an Automated Fingerprint Identification System (AFIS); and to understand opportunities to improve the cause of justice using the power of AFIS systems. Students will be taught the key elements of AFIS systems, actions and data that can affect outcome, and opportunities to make more identifications.

Bloodborne Pathogen Training - *$99.00*

Forensic professionals are frequently in contact with blood and other body fluids that pose a risk of exposure to bloodborne pathogens. Since duties involve potential occupational exposure, forensic professionals are covered by the Bloodborne Pathogen Standard written by the Occupational Safety & Health Administration. Part of this standard (OSHA 29 CFR 1910.1030) is required annual training. This training course is designed to be in compliance witht the training requirements of the standard. One

of the requirements of the annual training is that there be an open forum for questions and answers, to meet this requirement a discussion board will be available for open communication. While this course is geared toward forensic professionals, anyone that has to take bloodborne pathogen training can take this course as well.

Certified Crime Scene Investigator Test Prep - *$150.00*

This course has been designed to eliminate time spent preparing for the International Association for Identification (IAI) level 1 crime scene certification test by introducing students to textbook topics so they can better assess where weaknesses lie. It is meant to serve as a supplement to textbook study, not a replacement.

Chemical Spot Tests for Illicit Drugs - *$99.00*

Chemical Spot Tests for Illicit Drugs discusses testing procedures, methods, and instrumentation used when performing chemical spot tests on illicit drugs. The course will review a number of common chemical spot tests used in the forensic field to presumptively test for illicit drugs, as well as the mechanisms behind the tests. The course is intended for anyone working in the forensic science or law enforcement field who is interested in learning more about chemical spot tests and how they are used.

Crime Scene Investigation - *$150.00*

Crime Scene Investigation provides students with a basic, introductory overview of crime scene investigation. Background information and techniques necessary to perform analyses will be included in the course. The course units will allow students to understand the steps taken in a crime scene investigation, from the initial walk through, documentation, and types of evidence encountered. The course content will be applied using two virtual crime scenes with activities.

DNA Analysis of Forensic Based Evidence - *$150.00*

This course will be an in-depth view into the process of DNA analysis as it pertains to forensic-based evidence. DNA analysis is a vital tool in the processing of forensic-based evidence as it can help identify remains, link suspects to victims, suspects to crimes, and family members to victims. In this course, Students will learn about the different types of DNA analysis and how to extract, quantify, amplify, and analyze DNA. This course is not intended to be an introductory course and students should have previous knowledge or training in forensic biology or DNA before taking this course. It is recommended that students take the Forensic Science Initiative's the Basics of Biological Evidence course before taking this course.

Essentials of Forensic Nursing - *$150.00*

Essentials of Forensic Nursing is an introductory course presenting the fundamentals of the specialized field of forensic nursing. This course is intended for law enforcement, crime scene technicians, forensic laboratory analysts, nurses who may not be familiar with forensic nursing, and anyone else that may want to learn more about the topic. Content was provided by Donna Bader, MA, MSN, RN, D-ABMDI, assistant professor within the Doane College Nursing Division, and co-recipient of the 2007 American Academy of Forensic Science General Section Achievement Award for her work in the field of forensic nursing education.

Ethics in Forensic Science - *$125.00*

This course has been developed in response to the lack of formal ethics education specific to forensic science. While this course includes many 'basics,' it also relates those ideas to the forensic science profession.

Evidence Analysis: Beyond the Crime Scene - *$125.00*

Evidence Analysis: Beyond the Crime Scene discusses basic principles and procedures used in the forensic laboratory. It is designed to help the investigator or laboratory examiner understand instrumentation, standards and methods currently used, and the fundamental concepts of the laboratory environment, including the examination of evidence. The content not only addresses practices and methods, it also identifies the proper handling of evidence and precautions that should be utilized in the laboratory environment. After this introductory level course the student should understand the fundamentals of a forensic laboratory.

Fibers and Textiles for Forensic Scientists - *$125.00*

Fibers and Textiles for Forensic Scientists is offered to familiarize forensic service providers, both laboratory personnel and crime scene/law enforcement staff, with textiles as they relate to forensic science. The course will be beneficial to those with minimal experience looking to increase their knowledge of fibers and textile science. In addition, the experienced trace examiner will be able to learn some textile-specific information while reviewing concepts such as microscopy, fiber types, fabric construction, and color issues. The course combines intermediate information with the basic foundation of fibers and textile.

Forensic Entomology for the Crime Scene Investigator - *$125.00*

Forensic entomology is the use of insects and their arthropod relatives to aid legal investigations. The proper identification of the insect and arthropod species present in a forensic entomology case is important. The genus/species identification helps the forensic entomologist retrieve the correct developmental data and distribution ranges needed for the case. An incorrect identification can lead to a potential error in the estimations and effect the estimation of the total postmortem interval.

Forensic Mass Spectrometry - *$175.00*

Mass spectrometry is used in nearly all branches of science and is one of the best analytical techniques used today. This is an intermediate course that discusses how the mass spectrometer works, how mass spectrometry is used in forensic science, and how to interpret mass spectra.

Forensic Photography - *$150.00*

This online course is being offered as an introductory level for the basic principles of forensic photography. The units within this course will cover a brief history of photography, a thorough understanding of the principles behind photography, and the techniques used for photographing certain types of crime scenes and evidence. Throughout the course, there will be an emphasis on the importance of photography and how it is used as a way to document, preserve, and identify evidence. Before entering a crime scene a forensic photographer should know what to look for and how to capture it. Through photographic methods and techniques, the photographer must also concentrate on creating an accurate portrayal of the scene as it is perceived.

Forensic Science 101: An Introduction - *$175.00*

Forensic science describes the science of linking people, places, and things that are involved in criminal activity. The goal of this online course is to provide the student with a basic, introductory overview of forensic science. The student will learn the fundamentals of the different disciplines that encompass the field of forensic science.

Fundamentals of Forensic Questioned Documents - *$125.00*

The goal of this online course is to provide the student with an orientation and overview of questioned documents in regards to forensic science. This course covers equipment, training, handwriting identification, distortion, disguise, signatures, variation, forged signatures, the Video Spectral Comparator (VSC), the Electrostatic Detection Apparatus (ESDA), and questioned documents in court.

Fundamentals of Forensic Toxicology - *$150.00*

Fundamentals of Forensic Toxicology is an introductory course that discusses the basic principles and procedures used in forensic toxicology. The course content addresses the practices and methods used, but also the proper handling of specimens and quality assurance practices. The intended audience for this course is people new to the field of forensic toxicology, interested in the field, or a review of the topic.

Fundamentals of Latent Print Examination - *$175.00*

Fundamentals of Latent Print Examination was designed to discuss basic principles and procedures used in the latent print section of the forensic laboratory. The course provides an overview of the types of substrates, development techniques, and examination process that are currently seen and used in the latent print discipline. The content not only addresses practices and methods, but includes the proper handling and preservation of latent print evidence. Also, the course describes how examiners should present themselves and latent print evidence during courtroom testimony.

Glass: Basic Principles of Trace Evidence Series - *$99.00*

This course will be an overview of forensic glass analysis. The course will discuss what glass is along with the history of glass. The course will cover the basic properties and manufacturing process used in glass making. Both the initial examinations and elemental analysis will be covered but not in depth. The course will also briefly touch on the statistics used in glass analysis.

Hair Evaluation for DNA Analysis - *$125.00*

This course serves as an orientation and overview to hair examination as it relates to DNA analysis. The materials in the course have been gathered to assist the student in learning the preliminaries of forensic hair examination and are in no way meant to be a complete hair course.

Integrated Ballistic Identification System (IBIS) - *$125.00*

This course has been designed to give students the basic understanding of how IBIS is used as an investigative tool for solving gun-related crimes. The units within this course will cover a brief history on firearm identification, the methods of bullet and cartridge case identification, and the uses of IBIS for acquiring ballistics evidence.

Introduction to Bloodstain Pattern Analysis - *$150.00*

While many people believe that bloodstain pattern analysis is a new discipline within the forensic science field, the examination of blood at violent crimes has been around for decades. The goal of this online course is to provide the student with a basic, introductory overview of bloodstain pattern analysis. Students will gain an introductory understanding to the presumptive tests used for blood, understanding basic patterns, and determining the area of origin of a bloodstain. Also, the documentation of bloodstains will be discussed The student will learn the background information and techniques necessary in performing analyses, but this will in no way replace the physical practice required when dealing with actual casework.

Introduction to Firearms and Toolmarks - *$150.00*

This online course is being offered as an introductory level course designed to give the student a basic understanding of firearm and toolmark identification. The units found within this course will cover the history of firearm and ammunition development, classification of firearms and ammunition components, test firing, proper methods of evidence collection, laboratory testing, microscopic identification, and much more.

Introduction to Fish and Wildlife Investigation - *$125.00*

This is an introductory level course exploring the area of fish and wildlife forensic sciences. Fish and wildlife forensic science is the application of the principles of science to collecting, analyzing, and interpreting relevant evidence related to the protection of fish and wildlife resources in a manner suitable for presentation in a court of law. This course covers taxonomy, basic characteristics of fish and wildlife species, laws regarding their protection, how to process fish and wildlife crime scenes, and collecting, packaging and analysis of evidence.

Introduction to Forensic Drug Chemistry - *$175.00*

This online course serves as an introduction and basic overview of forensic drug chemistry. It covers a wide variety of topics associated with controlled substances; including history of drug control, the structure of current drug laws in the United States, history of individual drugs, and specific analytical approaches for specific sample types.

Perspectives in Expert Testimony - *$125.00*

This online course addresses expert testimony with an open mind towards broadening the perspective of how to be a scientist in the legal arena as well as improving expert witness capabilities on the stand. Inevitably, there is a clash of professional cultures and this course is intended to provide a broader perspective of what the varying viewpoints are.

Principles of Death Investigation - *$150.00*

Principles of Death Investigation is an introductory course designed to discuss the fundamentals of death investigation. The course is written using the NIJ guidelines, 'Death Investigation: A Guide for the Scene Investigator'. In addition, information has been included from death investigation texts, handbooks, and other resources. The content primarily focuses on scene procedures, collection of information, and the various causes, mechanisms, and manners of death. The course is especially written for medicolegal death investigators, crime scene investigators, and law enforcement personnel.

Roles in Forensic Science: The Sociological Perspective - *$125.00*

This course serves as an introduction to the relationships between attorneys, scientific experts, and law enforcement from the time of the initial investigation to the courtroom. The student will be exposed to the various types of forensic experts and the differences between civil and criminal trial preparations. This course will offer insight to how the multiple players in science and law work together for a common goal.

Shooting Reconstruction - *$150.00*

This course has been designed to give students information about evaluating, interpreting, and reconstructing a shooting scene. The units within this course will cover a general overview of firearms/ammunition and their components, bullet path reconstruction theories and techniques, cartridge case ejection patterns, evidence collection, and firearm/ammunition testing, as well as gunshot wound examination. The course will also discuss the analysis of a shooting scene, and the appropriate mathematical equations to

include within the analysis.

The Basics of Biological Evidence - *$125.00*

This course will be an introduction to the basic concepts of biological evidence. Biological evidence is valuable evidence and is an excellent way of identifying potential suspect, associating suspects or victims to a crime scene or to one another and linking crimes through databases. In this course, students will learn about the different types of biological evidence, how to collect, identify, and analyze them. This will show them why biological evidence is so important. While this course will be an excellent foundation for new scientists and a good review for seasoned professional this course will not replace on the job training and does not qualify any one as an expert.

The Science of Fingerprints - *$150.00*

This course has been developed as an introduction to the principles underlying the science of fingerprints. Students will obtain a general understanding of the methodology involved and a foundation to begin comparing all friction ridge skin. It will provide you with a basic, introductory overview of all friction ridge skin, including fingerprints, palm prints, and foot prints. You will learn classification and basic processing and development techniques, but this will in no way replace the physical practice required when dealing with actual casework. These units are designed to be an educational introduction to the science of fingerprints. Naturally, more education and training is required to be considered an expert latent fingerprint examiner.