Think Classy in 2015!
WVU Continuing Education Course Catalog - Term Spring 2015

WVU Continuing and Professional Education wants you to bring in 2015 with some class!

Whether you are looking to get started in a new career field, wanting to gain new professional knowledge, or exploring a new interest, we have a selection of over 300 courses to fit your needs. And since most of our courses are online you have the freedom and flexibility to work on them at your own pace.

Check out our course offerings below or visit us at http://continuinged.wvu.edu/ and start thinking classy this year!

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Principles of Coaching for Special Olympics [1020002]

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. This online course is a result of those repeated requests.

Freight Broker/Agent Training [2010016]

Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

Certified Protection Officer [3030038]

Master the skills you need to obtain certification as a Protection Officer, and prepare yourself for employment in this high-demand field.

ServSafe Manager Certification Training [1020003]

West Virginia University, through a partnership with the National Restaurant Association Educational Foundation, offers the eight-hour certification ServSafe course. This course meets Certified Food Manager requirements and includes latest FDA Food Code updates.

Pharmacy Technician [2020008]

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

Veterinary Assistant [2020013]

This program will prepare you to become a productive member of a veterinary team.

Introduction to Equine Assisted Activity & Therapies (EAAT) [3010001]

The purpose of this blended course is to provide the student with basic skills in therapeutic horsemanship, hippotherapy, and equine facilitated mental health activities (which include equine facilitated learning and equine facilitative psychotherapy).

Spanish for Medical Professionals [3010048]

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. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

Gerontology Series [3010053]

The course is designed to introduce learners to health and social aspects of the rural older adult population in the United States. The unique challenges as well as opportunities involved in health care and social service delivery within the rural context will be addressed. Special consideration is given to the influence of culture and aging and health care issues in West Virginia and the Appalachian Region. The module will offer 6 continuing education hours, and participants will earn a proof of completion certificate.
Dementia Care Training Program [3010056]

West Virginia University and the Alzheimer's Association, West Virginia Chapter, partnered to bring this course, "Dementia Care Training 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 [3010058]

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.

Certificate in Food, Nutrition, and Health [3010059]

16 contact hours Food and nutrition have a profound impact on our health and well-being, yet many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. The goal of this certificate program is to provide a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Throughout this certificate, you'll become more conscious of what we eat, why we eat it, how it is prepared, and what consequences our food choices have on our health as well as the health of our planet. You'll examine the impact of stress on the body and the health crisis posed by obesity in the U.S. You'll also learn how we can change our eating habits for more healthful outcomes, including swapping processed sugar for other sweeteners, adding probiotics to the diet, and harnessing the healing effect of herbs. Ultimately, you'll gain insight into how food interacts with our bodies on multiple levels - physical, mental-emotional, and spiritual - as well as the impact it has globally. This certificate is designed for individuals who are working in the health care field and those who are interested in the topic. Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program. ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states. Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours. California Board of Behavioral Sciences Provider Number PCE 1564. This course meets the qualifications for the stated hours of continuing education credit for MFCCs and/or LCSWs as required by the California Board of Behavioral Sciences. ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE). ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCTMB) as a continuing education Approved Provider. Provider Number 451562-11 This Certificate Program has been endorsed by the American Holistic Nurses Association (AHNA). Certificate programs are only endorsed by AHNA after a rigorous peer-review process and approval of the AHNA Leadership Council. This activity is being provided by ALLEGRA Learning Solutions, LLC and jointly provided by Cengage Learning, Inc. Expiration Date: 07/11/2016

Spanish for Medical Professionals II [3010109]

If you understand basic Spanish, or if you have successfully completed Spanish for Medical Professionals, Spanish for Medical Professionals II will help you expand your knowledge of the Spanish language. You will learn about the near future, present progressive, the command or imperative tenses, direct objects, increase your medical vocabulary and practice interviewing patients, taking health history, diagnosing, giving instructions, and prescribing medication. You will improve your communication skills with your Spanish speaking patients and conquer the frustrating communication gap that can occur.
obtain their initial and renewal School Nurse Permit, and be provided information about the duties and responsibilities of being a school nurse. **THIS COURSE IS NOT AFFILIATED WITH WVU SCHOOL OF NURSING.**

**Renewal Substitute Teacher Training [1030003]**
Provides a review of classroom management strategies, instructional strategies, and general information that was covered in the initial 5202 Substitute Teacher Training. Will learn specific procedures to renew your 5202 Substitute Teacher Permit.

**Universal Design for Education Training [7030004]**
The purpose of this online professional development course is to provide WVU faculty, staff, and administration with information regarding Universal Design for Learning, Assistive Technology, and Accessibility so that students with disabilities in their classrooms, laboratories, offices, and online classes are provided an equal opportunity for a quality education.

**Praxis I Preparation [3040023]**
Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes. You'll get familiar with the different types of questions that appear on the reading and writing tests. You'll master the many areas of math that you'll be tested on: number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, and probability and statistics. To prepare for the two essays, we'll discuss what constitutes high scoring essays. We'll also go through the process of writing each essay in the amount of time allotted. You'll learn useful test-taking strategies and get plenty of practice questions that are similar to what you'll find on the exam. You'll also have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, graphics, animation, and videos, this course will not only prepare you for the Praxis Core, but do so in a way that's fun and interesting. After completing this course, you'll be totally ready to pass the Praxis Core Exam! Course is currently in revision. Revised lessons will be available to coincide with the October 2014 session.

**Microsoft PowerPoint 2013 in the Classroom [3040035]**
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!

**Certified Bookkeeper [2010004]**
The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

**Introduction to Crystal Reports [3020144]**
Want to "wow" people with your business reports? In this course, you'll master 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. You’ll hone your Crystal Reporting skills as you get hands-on practice in 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. Whether you're new to Crystal Reports or want to enhance your skills, this course is ideal for you. 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! NOTE: Please check the Requirements tab for important software version information before you sign up for this course.

**Performing Payroll in QuickBooks 2012 [3070001]**
Take control of your payroll with QuickBooks 2012! No matter what size your business is, federal and state payroll requirements can be frustrating and confusing. But the payroll feature in QuickBooks 2012 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. Packed with step-by-step instructions and practical activities, these lessons will give you the hands-on training you need to feel confident using your new accounting skills. In addition, you'll get troubleshooting tips and solutions for common problems and mistakes. Whether you're new to QuickBooks or want to expand your skills, this course will teach you time-saving techniques that will make performing payroll a breeze.

**Introduction to QuickBooks 2012** [3070002]

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. QuickBooks is designed for small to mid-sized businesses that want to incorporate powerful, effective software with a traditional approach to accounting. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will equip you to quickly and efficiently gain control over the financial aspects of your business.

**QuickBooks 2012 for Contractors** [3070003]

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 2012 to run your business more efficiently. Lessons are clearly illustrated and include step-by-step instructions written so you can get hands-on practice with the features you're sure to use every day. You'll discover how to create custom and professional-looking contract estimates, track time and materials, and properly set up accounts, customers, and jobs. You'll also learn the different methods for billing your clients, including the QuickBooks progress invoicing and job-costing features. You'll find out how to deal with tricky situations, like change orders and retainage requirements. All along the way, you'll acquire tactics for avoiding many of the big and often costly mistakes contractors make with QuickBooks. Finally, you'll explore how specific transactions impact all your various accounts, and even gain some techniques to protect your business from fraud, prepare for tax time, and generate useful and dynamic reports.

**Introduction to QuickBooks 2013** [3070004]

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program. In 12 lessons, you'll master the tools you'll need 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. With QuickBooks, you get the same ease of use of Quicken coupled with a more traditional approach to accounting to meet the needs of small to midsized businesses. 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 financial accounting for your business.

**Intermediate QuickBooks 2013** [3070005]

Learning how to use QuickBooks to its full potential goes far beyond learning the basic features of the program. Even many experienced QuickBooks users often struggle when applying certain business situations to QuickBooks. In this course, we'll go beyond the basic introductory concepts and you'll learn how to utilize 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 that you incur on 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, 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 learn how to make journal entries to deal with those difficult situations when you may 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 already feel that they 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.

**Performing Payroll in QuickBooks 2013** [3070006]

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. However, by using the payroll feature in QuickBooks 2013, you can master efficient techniques for creating paychecks, paying liabilities for taxes, and generating dazzling reports quickly and easily. You'll start by learning how to
prepare for the payroll process by finding the information you need on the Internal Revenue Service website, from the details of complying with withholding requirements for taxes to the process for applying for an employer identification number. Then you'll review all aspects of how to set up and maintain payroll information for your employees in Quickbooks. You'll learn how to track work and vacation time; produce job costing reports; generate W-2, W-3, and 1099 forms; create paychecks; and much more. And once you've mastered the basics, you'll gain troubleshooting tips and solutions to help you solve common problems and mistakes to simplify the whole payroll process. By the end of the course, you'll be ready to process payroll in QuickBooks and solve many of the problems that can pop up along the way.

**QuickBooks 2013 for Contractors** [3070007]

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. You'll find out how to deal with tricky situations, like change orders and retainage requirements, and you'll learn how to properly set up accounts, items, customers, and jobs. All along the way, you'll discover how to avoid many of the big and often costly mistakes contractors commonly make with QuickBooks. Finally, you'll learn how specific transactions impact all your various accounts, and even gain some techniques to protect your business from fraud, prepare for tax time, and generate useful and dynamic reports.

**Professional Bookkeeping with QuickBooks 2012** [3070008]

This program teaches students how to master professional bookkeeping using QuickBooks 2012 software.

**Professional Bookkeeping with QuickBooks 2013** [3070009]

This program teaches students how to master professional bookkeeping using QuickBooks 2013 software.

**Professional Bookkeeping with QuickBooks 2013, Software Included** [3070010]

This program teaches students how to master professional bookkeeping using QuickBooks 2013 software.

**Intermediate QuickBooks 2012** [3070011]

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. You'll learn how to manage multiple company files and how to export and import list data from one file to the next. You'll also learn how to enter price levels and track discounts and credits. If your business handles inventory, you'll learn how to enter units you've purchased and track them all the way through to sale. You'll even learn how to enter and track mileage for any vehicles that you use in your business. You'll discover the answers to many other common questions that small business owners have, including how to create customer statements and assess finance charges on overdue balances. And you'll see how to write off these past-due balances when it appears that the customer is not going to pay. In addition, you'll learn how to enter common transactions that occur between the owner and the business, such as the owner taking money out of the business or investing new capital. You'll even learn how to deal with those sticky situations where you pay for a business expense using personal cash. We'll discuss how to track loans and how to use the budgeting feature to better plan for business expenses. Are you a QuickBooks user who has a good grasp on the basics of managing files and lists, or have you successfully completed the Introduction to QuickBooks course? And are you ready to dive into the program's advanced features? Then this course is for you! Whether you're a small business owner, a bookkeeper, or an accountant, you'll find plenty of tips and tricks to help you get the most out of QuickBooks.

**Intermediate QuickBooks 2014** [3070012]

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
Introduction to QuickBooks 2014 [3070013]

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 2014 [3070016]

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same! However, by using the payroll feature in QuickBooks 2014, you can master efficient techniques for creating paychecks, paying taxes, and generating forms and reports quickly and easily. You’ll start by learning how to prepare for the payroll process by finding the information you need on the Internal Revenue Service website, from the details of complying with withholding requirements for taxes to the process for applying for an employer identification number. Then you’ll review all aspects of how to set up and maintain payroll information for your employees in Quickbooks. You’ll learn how to track work and vacation time; produce job costing reports; generate W-2, W-3, and 1099 forms; create paychecks; and much more. And once you’ve mastered the basics, you’ll gain troubleshooting tips and solutions to help you solve common problems and mistakes to simplify the whole payroll process. By the end of the course, you’ll be ready to process payroll in QuickBooks and solve many of the problems that can pop up along the way.

Business/Management

Project Management [2050010]

The Project Management Online Training Program will help you improve your project management skills and prepare you for certification as a Project Management Professional.

Records Management Certificate [3020014]

This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Six Sigma Black Belt [3020018]

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Certified Global Business Professional [3020020]

The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Six Sigma Green Belt [3020022]

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

Certified Green Supply Chain Professional [3020033]

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you’ll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.
Effective Business Writing [3020060]

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

Fundamentals of Technical Writing [3020061]

Do you have a knack for explaining complex subjects in a way that makes them easy to understand? If so, you should consider entering the well-paying field of technical writing. This course will teach you the skills you need to succeed as a technical writer. You will learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. You'll learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically. You'll also learn how to get your first job as a technical writer, plus tricks of the trade that enable you to create high-quality documentation with less work. Course Revised May 2014

Project Management Applications [3020079]

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. In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You'll increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You'll become proficient at recruiting project team members and empowering them to succeed. You'll understand the stages of team development, and you'll gain skills in developing and motivating team leaders. You'll learn how to understand and relate to an organizational culture and the differing characteristics of its work groups. You'll also learn about project software, statistics, change management, processes, and estimating. And you'll gain valuable experience with project planning, control and data analysis tools. The course also includes essential information that will help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®). Certification Magazine recently identified PMP® Certification as “the highest-paying certification” of the year. PMBOK® Guide, PMI®, PMP®, CAPM®, and the PMI R.E.P. logo are either marks or registered marks of the Project Management Institute, Inc. ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education Providers (R.E.P.s) offer programs and courses that are preapproved for professional development units through PMI and have been reviewed by a project management professional (PMP) to ensure that they meet PMI's expectations for professional development in project management. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you'll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. Please visit http://www.pmi.org to learn more about PMI's credentials and how they may fit into your continuing education plans.

Administrative Assistant Fundamentals [3020082]

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow up (Administrative Assistant Applications) may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®). Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).

PMP® Certification Prep 1 [3020105]

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 5th edition--the essential resource for the PMP® certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. This course, the first part of a two-course series, will demystify the PMBOK®, Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management. ed2go is a global
A to Z Grant Writing [3020114]

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll 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. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. Many of this course's elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you'll find the A to Z of writing and submitting successful proposals here! Course Updated July 2013

Get Grants! [3020115]

Here's good news if you're a grant writer - even in lean times, there's plenty of money out there! In this course, two experts who've raised millions of dollars in grant money will tell you how to develop successful, fundable grants. First, 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 you need to avoid. You'll learn to recognize what makes a project attractive to a funding agency and see how to create a compelling case. In just a few weeks, you'll be prepared to convert an idea into a complete, well-developed package. In addition, you'll discover how to target the best funding agencies for your project and learn insider secrets for approaching them in the right way. You'll also see how to follow up on a proposal, and you'll find out when it's possible to turn a "no" into a "yes." Whether you're interested in writing grant proposals as a career or in obtaining funding for your organization, this course will give you the grant-writing skills you need to outshine your competition. Highly recommended for development professionals, educators, non-profit agency staff members or volunteers, and anyone else involved in fundraising for a large or small organization. While the skills you'll learn during this course are transferable, we do want to emphasize that the focus of this class is on obtaining grant funding for non-profit organizations.

Writing Effective Grant Proposals [3020116]

Preparing successful grant proposals to receive funding from corporations or foundations requires careful research, meticulous preparation, and graceful writing. Grant administrators tell us that many grant requestors have no real understanding of the proposal writing process and as a result, their worthy causes lose out. If you learn how to avoid the errors that lead to the rejection of your proposal, you will be better prepared to help the causes you most admire. This course will walk you through all of the essential steps--including an important discussion of what you must do when the grant arrives! In this course, you'll learn how to become fully familiar with the institution or project for which you are requesting support. You'll get valuable guidance in preparing a background statement and a brief financial statement to support your request. You'll also research some charitable foundation and corporate giving sources. Then, you'll learn how to put everything together so you can assemble, write, and submit complete grant proposals to foundations, corporations, and wealthy individuals for any number of your pet projects.

Advanced Grant Proposal Writing [3020117]

Do you know the best way to present information in a grant proposal? In this course, an experienced grantwriter will show you how to research and write winning proposals that get funded. You'll become proficient in the proposal format used by the vast majority of public foundations. Learn what to do--and, more importantly what not to do--on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. You'll also discover the quickest and most efficient ways to gather the information you'll need to develop your proposal's attachments, including information on your organization's structure, administration, and finances. And you'll gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You'll become expert at ferreting out corporate, foundation, and government grantmakers, and you'll know how to tailor your responses to information found in the peer review criteria. Before the course is over, you will have discovered a number of significant finishing touches that can give your project the edge over others. You'll know the best type of paper to use, which buzzwords to include, which fonts work best, which types of graphics to include, and a variety of formatting techniques that will make your proposal more competitive. You'll also learn about the importance of obtaining community and political support before submitting a proposal to any government agency.
Introduction to Microsoft Project 2010  [3020142]
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010. In these lessons, you'll learn how to use Microsoft Project 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. Once you've constructed a basic schedule, you'll see how to enlarge it and share it with clients and co-workers. In addition, you'll learn Microsoft Project's techniques for fine-tuning different aspects of your project, including splitting tasks for work interruptions and defining material consumption rates. The knowledge you gain from this course will help you avoid going down dead-end alleys and prevent you from overloading your schedule. If you encounter trouble on your project, you'll be able to apply a number of powerful problem resolution techniques to help get your project back on track. No matter how complex your projects are, Microsoft Project will help you cut them down to size. By the end of the course, you'll be able to produce project plans that wow your audience and empower you to achieve your business goals. PMBOK® Guide, PMI®, PMP®, CAPM®, and the PMI R.E.P. logo are either marks or registered marks of the Project Management Institute, Inc. ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education Providers (R.E.P.s) offer programs and courses that are preapproved for professional development units through PMI and have been reviewed by a project management professional (PMP) to ensure that they meet PMI's expectations for professional development in project management. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you'll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. Please visit http://www.pmi.org/ to learn more about PMI's credentials and how they may fit into your continuing education plans.

Introduction to Social Media  [3020145]
Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social media.

Marketing Using Social Media  [3020146]
Find out what all the buzz is about when you explore the advantages and disadvantages of major social media, including Twitter, LinkedIn, and blogging. Social media can serve as a great two-way communication tool to engage your organization or business with clients and customers. Your instructor is a director of marketing for a national association and will help you develop a unique marketing strategy for your organization using social media.

Integrating Social Media Into Your Organization  [3020147]
There are several creative ways of implementing social media techniques for your business, and taking this course will inform you of the latest and greatest online applications to put your organization ahead of the game. Get social-savvy about tools like Ning, Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Your instructor will help you carefully select which social media tools are perfect for your situation and tell you how to integrate them into your unique marketing plan.

Improving Email Promotions  [3020149]
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

Boosting Your Web Site Traffic  [3020150]
Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

Online Advertising  [3020151]
Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.
Creating Cell Phone Apps for your Business [3020152]

Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a Smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses. In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market Smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how Smartphone applications can be inexpensively built, and also for technical users who want to understand to how quickly deploy smartphone applications.

Business Research Certificate [3020153]

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. This certificate is composed of 3 courses.

Microsoft Excel 2010 Certification Training [3020162]

Build and validate your business computer skills using Microsoft Excel 2010 software with this comprehensive, performance-based certification preparation program.

Microsoft Word 2010 Certification Training [3020163]

Prepare for certification in Microsoft Word 2010 as you learn how to create, format, and secure professional and creative documents.

Microsoft Office 2010 Master Certification Training [3020166]

Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint and Outlook 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

Mobile Marketing [3020167]

More than half of U.S. consumers who've made purchases on their smartphones have done so in response to mobile marketing messages. Smartphone sales exceeded 420 million in 2011. Analysts forecast these sales will surpass 1 billion by the end of 2016. Analysts forecast these sales will surpass 1 billion by the end of 2016. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.

Advanced Mobile Marketing [3020168]

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the web, building a landing page for your app, and advanced tracking of your application usage. Then take home a blueprint for creating guidelines and standards for your mobile marketing effort, and how to measure its success. You will leave this course with the knowledge to implement a mobile marketing plan for your organization.

Video Marketing [3020169]

Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the "know, like and trust," factor with your audience. In this course you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 -- even while you sleep.

YouTube for Business [3020170]

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the
techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

**Administrative Professional with Microsoft Office 2010 Master [3020175]**

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office 2010 Master at the same time.

**Starting & Operating a Successful Food Business in WV [3020185]**

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.

**Microsoft Access 2010 Certification Training [3020186]**

The Microsoft Access 2010 course will prepare you to take your Microsoft Certification Exam and familiarize you with various tasks within Microsoft Access.

**Administrative Professional with Microsoft Office Specialist 2010 [3020192]**

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office Specialist 2010 (MOS) at the same time.

**Introduction to Microsoft Project 2013 [3020202]**

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. PMBOK® Guide, PMI®, PMP®, CAPM®, and the PMI R.E.P. logo are either marks or registered marks of the Project Management Institute, Inc. ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education Providers (R.E.P.s) offer programs and courses that are preapproved for professional development units through PMI and have been reviewed by a project management professional (PMP) to ensure that they meet PMI's expectations for professional development in project management. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you'll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. Please visit http://www.pmi.org/ to learn more about PMI's credentials and how they may fit into your continuing education plans.

**Certificate in Presentation Media [3020205]**

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.

**Powerful Presentations & Effective Speaking Techniques [3020206]**

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.

**Workplace Ethics and Etiquette** [3020208]

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.

**Microsoft Word 2013 Certification Training** [3020211]

The Microsoft Word 2013 Certification training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-418.

**Advanced Microsoft Excel 2013** [3020212]

Wouldn't it be great to learn how to effectively use all the advanced Excel features? In this practical and information-packed course, you'll see how to maximize this program's functions and capabilities. Most organizations rely heavily on Excel to consolidate, analyze, and report financial information. Your company is probably no exception. By learning these advanced techniques, you can become more valuable to your organization. You'll see how to work with the additional analysis tools provided by Excel add-ins and become skilled in using validation to protect the integrity of your worksheets from less experienced users. Impress your coworkers by learning how to add functional and eye-catching custom controls to any worksheet and how to use scenarios and data tables to quickly perform what-if data analyses. You'll discover advanced techniques for PivotTables, like creating Timelines, calculated fields, and calculated items. You'll learn how to use Excel's consolidation function to efficiently summarize data from multiple sources, become adept at importing external data, and master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Learn how Excel 2013 table tools take the complexity out of table creation and management. As you become proficient at nesting functions within other functions, you'll be able to accomplish just about anything Microsoft Excel has to offer!

**QuickBooks for Contractors 2014** [3020215]

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 2014 to run your business more efficiently. Lessons are clearly illustrated and include easy-to-follow, step-by-step instructions to give you hands-on practice with the features that you're sure to use every day. You'll discover how to create custom, professional-looking contract estimates and track time and materials, 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. You'll find out how to deal with tricky situations, like change orders and retainage requirements, and you'll learn how to properly set up accounts, items, customers, and jobs. All along the way, you'll learn how to avoid many of the big and often costly mistakes contractors commonly make with QuickBooks. Finally, you'll learn how specific transactions impact all your accounts, and even some techniques to protect your business from fraud, prepare for tax time, and generate useful and dynamic reports.

**Certificate in Customer Service** [3020217]

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

**Keys to Customer Service** [3020218]

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

**Extraordinary Customer Service** [3020219]

Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.
Certificate in Data Analysis [3020220]
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

Advanced Data Analysis [3020221]
After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned.

Intermediate Data Analysis [3020222]
Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you'll learn how to work with ratings, graphs and user-friendly reports of statistical results.

Introduction to Data Analysis [3020223]
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

Certificate in Workplace Communication [3020224]
Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.

Conflict Management [3020225]
A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

Negotiation: Get What You Want [3020226]
Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what's essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers. Invest in these skills now and reap a lifetime of rewards.

Using Personality Profiles for Better Work Performance [3020227]
Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.
Interview Skills

Acquire new skills in job interviewing. You should attend if you want to improve your chances for being hired for a position, as well as if you are a leader who wants to improve the results of your hiring practices. A recent study by The Society of Human Resource Management (SHRM) found that up to 75% of employee performance issues can be directly identified during the interview process. This class will help you identify the "red flags" during the interview process so that you can avoid all the expense and problems associated with a bad hire.

Lean Six Sigma

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required!

Certificate in Leadership Development

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do. At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

Leadership Principles

Especially for Gen Y (born 1980-1999), the course serves as the first of three in a series addressing the development of Generation Y leadership. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Finally, the course offers the opportunity to perform a case study analysis of workplace conflicts that require effective leadership, allowing you to apply your unique leadership characteristics revealed through completing the class.

Developing Your Leadership Skills

Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do.

Developing Your Professional Career

Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or a organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level.

Supervisory and Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

Creating Visual Presentations

Make your visual presentations look professional and communicate effectively. Get the latest most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose.
Photoshop for Presentations [3020239]
Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

Prezi [3020240]
Bring your vision to life with Prezi and leave Powerpoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting.

Administrative Professional [3020241]
The Administrative Professional program teaches the skills you need to become a successful administrative professional.

Managing Social Media Platforms Certificate [3020242]
Overview Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

Twitter [3020243]
Overview Twitter is a hot social media platform these days - and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers - and discover the best ways to create relationships and network with your key constituents. You will find out the best - and easiest - techniques for successful interactions in the Twitterverse.

Facebook for Business [3020244]
Overview Facebook for Business: Advanced Skills for Businesses and Organizations Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform. In includes the most current updates Facebook has made to Pages.

LinkedIn [3020245]
Overview LinkedIn is the most popular business social network and the web site for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set-up your personal profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This class will cover all the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

Certificate in Customer Research [3020482]
Your customers hold the key to the future success of your organization. You can find out what your customers know by engaging and interacting with your customers. Find out how to get feedback, information and even answers from your customers. With our low and no cost methods of customer research, you will discover new techniques for collecting information that will improve your organization's products or services, promotion and marketing, and even bottom line finances. Whether you work in a for-profit or nonprofit environment, our 8 stage needs assessment model will give you a step by step proven approach to researching and selecting new services, products or activities.

Certificate in Non Profit Administration [3020483]
Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration. You will come away with the latest best information from instructors who train people in nonprofits.
Program Evaluation for Nonprofits [3020484]
Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

Revenue Generation for Nonprofits [3020485]
Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

Evernote [3020486]
Save project inspiration you find online and in the real world with Evernote. Snap a picture, record audio, clip entire webpages. Save all kinds of information (documents, handwritten notes, audio, images) in one place. Record meetings, store files, save receipts, scan contracts and store contracts. Create a digital file cabinet for all of your projects, documents and to-dos; add multiple layers of organization using notebooks, notebooks stacks and tags. Find what you need fast. Search by keyword or tag and quickly find what you are looking for (even typed and handwritten text inside of attached photos, images, PDFs, documents, spreadsheets and presentation).

eMarketing Essentials Certificate [3020487]
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Inbound Marketing Certificate [3020490]
Inbound marketing is a way to help potential customers find you through organic search. It is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media. Inbound marketing is more effective than outbound marketing, where you push sales messages to your potential customers. Inbound marketing is the future of the way we market in the 21st century. Discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead-nurturing campaigns that result in sales.

Introduction to Inbound Marketing [3020491]
Inbound marketing is a process of using your website in a way that it attracts visitors naturally through search engines, the blogosphere, and social media. The average human today is inundated with more than 2000 outbound marketing interruptions per day - and we’re all figuring out how to block them. Caller ID, spam filters, TiVo, and satellite radio are all things we use today so that we can avoid being marketed to. In this course, you will discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead-nurturing campaigns that result in sales.

Content Marketing [3020492]
You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it? Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it. In one month, you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

Advanced Inbound Marketing [3020493]
Get under the hood of inbound marketing and learn how to monitor measure and manage the integrated results of your inbound marketing activities at a more advanced level. We’ll focus on the data that actually matters and how it is influenced by visitor/user engagement. Gain deeper insights into user behavior; learn how to track meaningful conversions, measure visitor engagement and...
how to use landing pages more effectively - including how to create forms that get results.

**Instagram for Business [3020494]**

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Do's and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

**Introduction to Project Management [3020495]**

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholder for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. We hope you will choose Project Management as a career. Prerequisites: Basic knowledge of MS OFFICE PROFESSIONAL (Outlook, Excel, PowerPoint & Project)

**Mobile Marketing Certificate [3020496]**

The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Finally, get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.

**Social Media for Business Certificate [3020498]**

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

**Video Marketing Certificate [3020499]**

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion 'trigger' that plain text cannot do.

**HIPAA Compliance [3010028]**

Are you a health care professional or considering a career in the health care industry? Do you provide products or services to a health care organization? If the answer to either of these questions is yes, then it's mandatory that you understand the compliance requirements of HIPAA, and subsequent rules and laws (through March 31, 2014) that affect HIPAA, including ARRA/HITECH, the Affordable Care Act (ACA), Administrative Simplification Compliance Act (ASCA), the Patient Safety and Quality Improvement Act (PSQIA), and the OMNIBUS rules. These laws require all health care professionals to take careful steps to protect protected health information (PHI). But what exactly do all these regulations require? In this course, we'll demystify the compliance process. We'll focus specifically on the Administrative Simplification portion of HIPAA, starting by defining the lingo of HIPAA, ARRA/HITECH, ASCA, ACA, and the OMNIBUS rules. While we're at it, we'll identify all the important players. Next, we'll zero in on the Administrative Simplification rules of HIPAA, starting with transactions, code sets, and identifiers, which are all key elements in the HIPAA-mandated electronic health care transmissions. We'll use real-world examples to help explain the Privacy Rule, which governs patient rights and disclosure of protected health information (PHI). We'll explain what's meant by covered entities (CE), business associates (BA), and many other relationships within the health care industry impacted by HIPAA. Since
computers are an integral part of health care these days, we'll see how they fit into the Security Rule. We'll also examine
administrative safeguards, physical safeguards, technical safeguards, and policy and procedure creation - all of which are
 crucial components of the Security Rule. Last, but not least, we'll focus on the Office for Civil Rights (OCR), HIPAA's watchdog
organization, and learn about the civil and criminal penalties for non-compliance. By the time you finish this course, you'll be
confident and capable of implementing HIPAA's Administrative Simplification rules, and the laws impacting it, in your own
organization. If you're just starting your career in the health care field, you'll have a priceless addition to your resume. Course
Revised August 2014

Certified Indoor Air Quality Manager [3020035]
Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your
building? If so, the Certified Indoor Air Quality Manager Program is just for you.

Certified Indoor Environmentalist Prep [3020036]
Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create
a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor
Environmentalist Program will help you take the next step in your career.

Wind Energy Professional [3030019]
This entry-level Wind Energy Professional program prepares you for a career in the wind energy industry.

Solar Power Professional [3060001]
Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position
with a dealer, installer, or other photovoltaic industry company.

LEED Green Associate Exam Preparation [3060026]
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. You will examine case studies
of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process.
Kelly Gearhart, your instructor, holds the designations LEED AP BD+C, LEED AP O+M, and will answer your questions in the
online discussion.

LEED AP+ Building Design and Construction [3060027]
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. The LEED Rating System is the industry leader in Green Building Design and Construction, and has driven market
transformation in both the public and private sectors over the past decade. This innovative system is continually evolving to
providing guidelines for specifying, designing, building and tracking sustainable best practices for site, water, energy, material and
indoor air quality.

LEED for Existing Buildings: Operations + Maintenance Exam Prep [3060029]
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. The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance
Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. This exam tests the knowledge
and skills necessary to participate in the operation and maintenance of existing buildings that implement sustainable practices and
reduce the environmental impact of a building over its functional life cycle. Please note that experience on a LEED project is an
eligibility requirement to sit for this exam. Students examine case studies of LEED for Existing Buildings Operations &
Maintenance certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

Senior Certified Sustainability Professional [3060030]
Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise’s sustainability strategy.
Discover Digital Photography [4010009]

Join us and explore the world of digital photography! Completely rewritten and updated, Discover Digital Photography introduces the technology that has catapulted the photographic world into the 21st century. You'll explore a broad overview of the basics of digital photography, including equipment, software, and practical uses. We'll discuss different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. We'll also help you decide what type of equipment fits your needs, and you'll have hands-on exercises so you can explore the areas that interest you. 

A discussion of digital photography wouldn't be complete without digital editing options. We'll explore a number of software packages, and you'll learn how to compose your shots when you know you have digital editing available to you. You'll also find out about your digital storage options - on the camera, the computer, and even beyond into cloud storage and online backups. Whether you plan to print or upload your images, you'll want to be sure that they're the right size to display with excellent quality and speed. We'll review how to size images for use on your computer, the Internet, and with social media. You'll also get a good introduction to printing images and making decisions about your archival options. And we'll discuss how industry and business use digital imaging today. Digital photography plays a big part in social media communication and image sharing, and we'll discuss the basics of posting images online and some pros and cons of uploading to the Internet. This is especially important if you're traveling and sharing pictures with friends and family back home. As we get to the end of our class, you'll have a chance to explore more options for traveling with your camera that might be new to you! Whether you're new to photography or a long-time photographer looking to move comfortably into the new world of digital work, this class provides opportunities for putting digital photography to use. This course serves as an excellent introduction before taking Secrets of Better Photography where we focus our time on camera settings, features, and the mechanics of taking better pictures.  

Course Revised September 2013

Secrets of Better Photography [4010010]

Master your digital camera and learn the secrets behind outstanding photos! Whether you have a digital SLR, a point-and-shoot camera, or something in between, you'll learn how to use it the way you want to in this hands-on course! You also have the opportunity to have your lesson assignments critiqued by our knowledgeable teaching team of professional photographers. You'll see how to choose the best photographic equipment for you and how to compose images with style. Exposure topics like aperture, shutter speed, metering, and ISO settings will all make sense as we break them down into simple concepts. If you want to work with manual exposure on your digital SLR, we cover that, too! We'll also explore natural and artificial lighting, freezing or blurring motion, portraiture, children's photography, pet photography, photojournalism, and digital editing options. With each lesson, you'll have an assignment to apply the lesson topic using your own camera and, if you wish, your teaching team and your classmates will comment on your assignment images in a safe, constructive and positive environment. After six short weeks, you'll see the difference in your photographer's eye and your photos! Secrets of Better Photography is also an excellent class to prepare you for the more advanced class, Travel Photography for the Digital Photographer.

Photographing People With Your Digital Camera [4010011]

Photographing people can be fun, exciting - and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. Don't be nervous if you're new to digital photography, because we'll start with the basic principles you need to know in order to become a people photographer. You'll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, we'll move onto portrait and formal group shots, where you'll learn how to organize people, which angles to use, and which to avoid. You'll become proficient in action photography, and you'll also learn several fun and creative ways to photograph children and babies. You'll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

Travel Photography for the Digital Photographer [5010001]

The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures. Since the late 1800s when George Eastman produced the first traveling camera with the slogan, "You press the button, we do the rest," travel and photography have been eternally joined. With the added benefits of digital photography so readily available to consumers today, the field is full of new opportunities and new challenges. Join us and discover this fascinating world through a photographer's eye. This course will address the special needs and techniques digital photographers need to capture scenes from around the world and bring them home. We'll focus on specific tips for digital photographers, and how to use both traditional techniques as well as those unique to digital equipment. We'll look at subjects such as wildlife on land and at sea, and how to get the best shots of animals in captivity as well as those in the wild. We'll discuss ways to blend in with nature for this popular area of photography and the best kind of equipment for specialized shooting. We'll share tips on taking shots for professional use and those to treasure from a family vacation. We'll discuss the situations that require model and property releases, and those that don't. You'll learn how and
when it's appropriate to pay people to take their picture and how to make the most of those types of opportunities. Environmental challenges can put your camera equipment in jeopardy, yet conditions such as freezing temperatures and tropical heat often abound in some of the most beautiful places in the world. This class will address those issues and offer practical solutions that travel easily. You'll learn more about traveling with digital equipment and what to take and what to leave behind as you venture into the wilderness, onto a cruise ship, up in a helicopter, or over an international border. We'll share various examples from destinations around the world, and expand your knowledge of techniques for shooting digitally and working with the images after you get back.

**Photographing Nature with Your Digital Camera [5010002]**

Nature photography can be a fun, relaxing, and exciting hobby! In this course, you'll learn about the many aspects of outdoor photography as well as how to master your digital camera's controls and features. With the knowledge you gain in this course, you'll be taking exceptional nature photos in no time. We'll explore composition and lighting issues, and you'll find out how to take beautiful photos of landscapes, flowers, trees, and water. Along the way, we'll delve into your camera's shutter speed and aperture controls so that you'll be able to capture the photos you really want. Then we'll shift gears a bit and consider telephoto work in nature photography. Some natural subjects are always too far away or too dangerous to photograph up close, so we'll see how telephoto lenses and composition techniques can help. We'll also focus on photographing animals - wild and domesticated, as well as large and small. You'll find plenty of tips to help you get great zoo shots and take excellent photos of pets. If you're a bird lover, you're in for a treat because you'll get an entire lesson about photographing birds. In addition, we'll talk about macro photos, which are extreme close-ups of small items in nature. You'll find macro photography opens up a whole new world for you! And then we'll discuss using your computer to process your photos and digitally correct the most common problems. We'll wrap up by exploring abstract nature photography. You'll see how your photos can become works of art rather than just snapshots of nature. By the end of this course, you'll have become the nature photographer you always wanted to be!

**Introduction to Lightroom 4 [5010004]**

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. In this course, you'll see how Lightroom 4 can help you prepare, edit, and organize your photos quickly and effectively. Using Lightroom 4'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 and create customized slideshows and presentations. You can use Lightroom 4 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 4. The hands-on, easy-to-follow exercises in this course will help you perfect your collections of digital photos!

**Introduction to Lightroom 5 [5010005]**

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!

**Drawing & Writing**

**Write Your Life Story [4010017]**

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.

**Writing for Children [5020004]**
Join author and writing mentor Steve Alcorn and discover what you need to know to write for children. If you're a beginning writer, this course will help you transform your book idea into a finished product that could potentially land in the hands of an editor or agent. And if you're already a successful writer, this course will help you explore new opportunities and markets for your work.

You'll explore the changing world of children's literature and understand the various formats, including picture books, chapter books, middle grade or young adult novels. You'll get insights from publishing professionals to gain a better understanding of the needs of today's market. You'll receive valuable tips about creating your manuscript, and even practice writing a query letter to submit to a publisher. By the time you finish this course, you'll have all the tools and resources you'll need to begin navigating the world of children's publishing and to continue growing as a writer for children.

**Mystery Writing [5020005]**

What makes a mystery? If you consider the books you've read most recently, you may be surprised to discover that many—if not all—are mysteries. From Dan Brown to Dennis Lehan, mysteries are hot items on today's best-seller lists. This course will teach you the techniques you need to know if you want to become a best-selling mystery author. Mystery Writing begins by introducing the four story types and then explains how they relate to mysteries. It then reveals the three-act story structure, which is any story's key to success. Next, it shows you how to propel the action forward to a climax, followed by a catharsis in which your readers feel the release of tension that accompanies a great finish. The difference between story and plot is one of the most important distinctions in fiction writing—and one that many professional authors don't fully understand. But you will have mastered it by the end of this course. You'll also get a chance to experiment with viewpoints and see which one works best for your mystery. And you'll write a complete scene from your story and learn the internal structure that makes every scene feel right. Finally, you'll delve into the special techniques that apply to mysteries, including crime scene description, MacGuffins, and the use of red herrings to misdirect your readers and create suspense. Examples from real mystery novels will show these techniques in action. Then, following each lesson, you'll get to practice on your own story. And when you have questions or insights to share, you can join your instructor and classmates in a dynamic, interactive discussion area. This information-packed online course combines the best advice of many writing professionals, tempered with the instructor's own experiences as a mystery writer. Follow the guidelines taught in this course, and you'll be well on your way to writing a successful mystery of your very own!

**The Craft of Magazine Writing [5020011]**

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

**The Keys to Effective Editing [5020012]**

Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this copyediting course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you'll not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see. From the language of editing to grammar, punctuation, and syntax to the all-important relationships between editor, author, and publisher, every facet of editing will be explored in this copyeditor course. Online editing is gaining popularity; its complexities will be unraveled and its advantages and pitfalls explored. Can you make a living as an editor? Tips and resources for finding work will be addressed at length. When you finish with this course, you will feel confident enough to tackle even the most complex of manuscripts.

**Research Methods for Writers [5020017]**

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 to know where to look and what to look for. This six-week online course teaches the best methods for mounting a search on any subject. You'll take a virtual guided tour of the library and how to maximize its precious resources, and you'll discover how to access public records, conduct successful Internet searches, and explore other similar treasure troves of information. Personal interviews, public reports, surveys and polls, and historical research are introduced and dissected. A special lesson on Guerilla Research reveals secrets for the undercover researcher. As a plus, detailed instructions are offered for getting organized before embarking on research and getting the most out of information once it's gathered. This course will give you the tools you'll need to successfully gather and incorporate all the information any polished and professional writing project requires.

**Introduction to Journaling [5020018]**

If you've ever wanted to try journaling, this course will provide answers to your every question. You'll discover the different types of journaling (including dream journaling), and sample a buffet of journaling techniques, exercises, tools, and resources. We'll cover everything you need to know about journaling, including a seven-step process that will ease you into writing a journal, even if you've never journaled before. You'll get detailed instructions on developing, decorating, and customizing your journal, and you'll...
learn exciting new ways to express yourself and develop your creativity. You'll find out how you can use your journal to explore your thoughts, feelings, and values, and you'll learn how to use your journal to support you as you develop true emotional well-being. You'll also understand how journaling can ease the stress of unwanted change throughout the course of your life. You'll even discover how journaling can help you choose the best career for you or advance in your current career.

**Drawing for the Absolute Beginner** [5020024]

Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be!

You'll gain a solid understanding of the many tools of the trade. 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. If you have an interest in learning what it's like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs. Course Revised September 2014

**Creating WordPress Websites** [5020028]

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. In these lessons, you'll get hands-on experience with this powerful tool as you create your own WordPress site and blog. As you walk through the process from start to finish, you'll find out how to use WordPress to create pages and posts, add images and videos, change a site's look and feel, and include user-friendly features. You'll discover the ease of using WordPress design themes to express your creativity, and you'll see how much fun it is to be part of the vibrant WordPress online community. In addition to mastering the technical elements of WordPress, you'll learn how to organize a blog or website, create appealing content, and achieve better positions on search engine results pages. By the end of this course, you'll be able to confidently use WordPress to create a blog or a personal, business, or organizational website.

**Writing Young Adult Fiction** [5020031]

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. First, you'll learn why writing young adult fiction is both fun and financially rewarding. After that, you'll decide what type of story you want to tell, plan your plot, and choose the dramatic elements that will keep your readers eagerly turning pages. Next, you'll discover the secrets for bringing your characters to life. You'll also learn about story patterns, the three-act structure, and a technique called scene and sequel. In addition, you'll find out how to introduce conflict, suspense, and mystery so you can grab and hold your readers' attention. And are you fluent in teenspeak? In these lessons, you'll master the art of creating dialogue that resonates with teenagers and young adults. You'll also decide which viewpoint, voice, and tense you want to use, and you'll see how imagery can make your story sparkle. As you master each element of young adult fiction, you'll also be writing scenes for your own story. In addition, you'll analyze excerpts from bestselling young adult books to see what makes them so successful. In the final lessons, you'll get expert advice on publishing and marketing your book. You'll learn how to find an agent or publisher and how to write a synopsis that sells. You'll also get the facts about literary contests and discover why on-demand publishing might be the perfect choice for you. If you've dreamed for years of becoming an author, this course can help you turn your dream into a reality. In just six weeks, you'll have all the tools you need to create a polished manuscript and get your story in print!

**Creating WordPress Websites II** [5020032]

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. Content management lets you control your own site by providing an easy-to-use online administrative area that makes creating and updating content as simple as sending an email. Your online visitors will be able to comment on your articles, fill out forms and applications, buy your products, and even make appointments. You'll master each step, from selecting a domain name and a hosting company to installing WordPress and creating pages. You'll discover how to insert images and multimedia, create a user-friendly navigation system, and take advantage of the dynamic add-on features known as plug-ins. You'll explore how to turn your website into an ecommerce powerhouse and improve search engine page results. And you'll also learn some HTML and CSS coding to customize your site's look and feel. If you want to build or maintain a professional WordPress website with all the bells and whistles, this course is for you.

**Creative Writing Workshop** [5020036]

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. Objectives At the completion of this course, the learners will be able to: Better understand and harness the creative process. Appreciate the different genres within creative writing. Receive meaningful, constructive and supportive feedback on written creative work. Understand the
How to Get Started in Game Development [5020037]

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!
**CompTIA® Network+ Certification Training [2040004]**

Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

**Cisco® CCNA® Certification Training [2040006]**

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

**CompTIA® Security+ Certification Training [2040007]**

Take your first step toward a career as a security professional and prepare yourself for the CompTIA Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

**CompTIA® A+ Certification Training [2040011]**

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go’s online program makes training convenient and interactive.

**Computer Skills for the Workplace [2040039]**

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

**Introduction to SQL [2040041]**

Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. In this course, you'll learn about the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. First, you'll learn about the traditional database structure, the structure and history of the relational database, and what structured query language (SQL) is and how it relates to the relational-database structure. Next, you'll discover how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data. You'll learn how to reformat retrieved data with calculated fields and how to merge columns and create alternate names for columns. You'll also learn how to gather significant statistics from data using aggregate functions, and you'll see how to extract data from multiple tables simultaneously using joins and subqueries. In addition, you'll learn how to manipulate data using the INSERT, UPDATE, and DELETE statements. We'll also cover how to use SQL to create and maintain tables, and you'll learn how to create and use views to simplify complex queries, summarize data, and manipulate data stored in tables. You'll discover how transaction processing, constraints, and indexes are implemented in SQL. And finally, you'll discover how stored procedures, triggers, and cursors are implemented in SQL. By the end of this course, you'll have a solid working knowledge of structured query language. You'll feel confident in your ability to write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert, and update data in a database; and gather significant statistics from data stored in a database.

**Introduction to Networking [2040064]**

Introduction to Networking explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. A brief introduction to networking history provides context, explaining how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking...
tasks, such as DSL connectivity or configuring connections to an Internet Service Provider. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career.

**Introduction to Java Programming [2040067]**

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! Course Revised November 2013

**Intermediate Visual Basic [2040094]**

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.

**Blogging and Podcasting for Beginners [2040097]**

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 computer - 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. Course Revised February 2013

**Google Analytics [2040124]**

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 leveraging more success from their website.

**Introduction to Python 3 Programming [2040131]**

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. This course will show you how to create basic programming structures including decisions and loops. Then you'll move on to more advanced topics such as object-oriented programming with classes and exceptions. In addition, you'll explore unique Python data structures such as tuples and dictionaries. You'll even learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.

**Introduction to Microsoft Publisher 2010 [2040139]**

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. 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 2010 is a course that will help you do just that!

CompTIA® Security+ Certification Prep 2 [2040140]

The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2022. CompTIA's Security+ certification is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-301 exam. 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+ certification in hand. Please note that you will be subject to a CompTIA Security+ renewal process every three years.

CompTIA® Security+ Certification Prep 1 [2040141]

The U.S. Department of Labor forecasts that information security analysts will be among the fastest-growing occupations through 2022. CompTIA's Security+ certification is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-401 exam. This course covers the key terminology and concepts you need to know 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 SY0-401 exam so you can leave the test center with your Security+ certificate in hand. Please note that if you received your CompTIA Security+ certification before 1/1/2011, you will be a lifetime credential holder not subject to credential renewals. However, if you achieve your certification after 1/1/2011, you are subject to a CompTIA Security+ renewal process every three years. Course Revised November 2014

Mac, iPhone, and iPad Programming [2040142]

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. You'll start with the basic steps to writing any program, then progress to using Xcode - the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you'll explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. Even if you're new to programming or have experience programming a different type of computer, this course will offer the guidance you need to build your own apps. By the end of this course, you'll know how to find your way around Xcode and write Objective-C commands, so you'll be ready to start creating your very own Mac, iPhone, or iPad programs! Course Revised March 2014

Microsoft SharePoint 2010 Certification Training [2040143]

This SharePoint 2010 training program prepares you to take the Microsoft Certification Exam 77-886 in order to achieve a certification as a Microsoft Office Specialist.

Creating Mobile Apps with HTML5 [2040146]

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. You'll also learn some of the most sought-after skills in Web and mobile development, including: HTML5 and how it's different from previous versions of HTML, CSS3, the layout and styling language of the mobile Web. Scripting with JavaScript and several JavaScript frameworks and techniques such as jQuery, jQuery Mobile, and AJAX. How to use Web services such as Google Maps in your app. How to determine an app's user location by accessing the built-in geolocation capabilities of the user's smartphone. How to use Web Application Programming Interfaces (Web APIs) to combine different Web services to create mobile mashups. How to optimize your app for performance to make sure that it runs as fast as possible for your users. How to convert your HTML5 apps into native apps that you can submit to app stores such as Apple's App Store, Google Play, and Blackberry App World. By the end of the course, you'll have built your first mobile web app, and you'll be on your way to making your dream of being a successful mobile app developer a reality! Course Revised January 2014?
Introduction to Dreamweaver CS6

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. You'll begin by touring the Dreamweaver workspace and configuring it for your specific site-management needs. You'll learn how to use Dreamweaver's intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. Along the way, you'll work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies.

Introduction to Visual Basic

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. Creating a Windows application ordinarily requires you to write lengthy and complex code. But, as you'll see, the Visual Basic development environment relieves you of this task. Instead, it enables you to create the application program and its components literally with the click of a button or menu item. It even writes all of the necessary code to get the application started for you, which you can then view and fine-tune. Over the course of 12 lessons, you'll learn the building blocks of programming, including using variables to store data, control structures, and loops. You'll find out how to use the large function library built into Visual Basic, including the .NET Framework, as well as how to write and use your own functions. You'll also see how to use Windows' large and varied library of controls and how to access files and handle errors. And since Windows applications are event-driven and everything in Visual Basic is treated as a programmable object, you'll learn about event-driven and object-oriented programming - concepts that are important not just in Visual Basic, but in other programming languages as well.

Microsoft Certified Solutions Associate (MCSA): Server 2008

Student will prepare to take and pass the three exams that will earn them the Microsoft Certified Solutions Associate: Windows Server 2008 Certification.

Introduction to Flash CS6

Flash has grown beyond its best known application, Web pages. Nowadays, Flash movies appear everywhere - 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. In this course, you'll learn how to create animation, interactive movies, and mobile apps in Flash CS6 and develop several full-blown Flash applications. We'll start by reviewing the Flash workspace, creating text and graphics, and animating objects on the Flash stage. Then, we'll look in detail at the anatomy of a Flash movie - how to use the Flash timeline, layers and frames to control objects, and timing on the stage. While creating your first Flash movie, you'll learn how to format and embed external digital media and how to make them appear or play at specific times. We'll also look at controlling digital media based on specific events, such as end user mouse clicks. No course on Flash is complete without an introduction to ActionScript, Flash's powerful programming language. We'll get our hands dirty, creating interactive buttons with ActionScript 3.0. You'll also learn to write scripts that control movie flow, and scripts that call to and load external videos, Web pages, and other Flash movie files. As we create our movie, we'll go over creating and animating 3-D objects, syncing sounds with animations, and publishing your Flash movies to the Internet and to mobile apps. By the end of the course, you'll understand the fundamentals of Flash and be ready to master more advanced Flash topics.

Mobile and Desktop Web Developer

Students who successfully complete this career course will have developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Microsoft Certified Solutions Associate (MCSA): SQL Server 2008

This online training program prepares students to take the Microsoft Certified Solutions Associate (MCSA): SQL Server 2008 certification exams.

Intermediate Dreamweaver CS6

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. You'll examine pure CSS layout and discover how to get the most out of Dreamweaver's templates. The course also shows you how to incorporate multimedia elements such as video and manipulate data using XML data and XSL. Throughout the course, you'll get hands-on experience with Dreamweaver as you develop a sample site using your new skills. Whether you're
planning a career in Web design, designing a website for your business, or developing sites as a hobby, this course will give you the tools you need to work like a pro. By the end of this course, you'll have a solid, in-depth understanding of traditional layout and how it translates to the Web so you can make your sites clearer, cleaner, and more accessible.

**CompTIA® Healthcare IT Technician** [2040162]

The CompTIA® Healthcare IT Technician course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA® Healthcare IT Technician (HIT-001) exam objectives as the framework.

**Android Application Developer** [2040163]

Android Application Developer prepares students to understand basic programming concepts, android resources and the user interface, and how to debug programs and applications.

**Introduction to Microsoft Publisher 2013** [2040164]

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!

**Photoshop Elements 12 for the Digital Photographer** [2040167]

Bring out the best in your photos! In this course, you'll learn how to use Adobe Photoshop Elements 12 to do everything from quick fixes to detailed enhancements that will greatly improve the look of your digital photos. Even if you've got no image-editing experience, this class will take you from novice to accomplished user. It's also a great solution if you're upgrading from an earlier version of Photoshop Elements. As you explore this program's many easy-to-use features, you'll gain control of Photoshop Elements' award-winning technology. Elements is so well designed that even from the start, you'll be able to get results that you never imagined possible. You'll master tools and techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for email and the Web, and organizing your images. With easy-to-follow, step-by-step instructions, this course makes it easy to learn how to edit your images like a pro. You'll also get plenty of practice as you complete fun, hands-on exercises that ensure you understand the basics of this program as well as more advanced techniques.

**Microsoft SharePoint 2013 Certification Training** [2040169]

Engage in the Microsoft SharePoint 2013 Certification Training program if you are either new to or experienced in working with SharePoint 2013.

**Google+** [2040170]

Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use this popular and emerging social media platform to raise your online profile, and connect with current and potential new contacts. You'll learn the advantages of using Google+, how it can help your organization to engage existing users and grow your base, and techniques for using the platform to create relationships, and expand your reach and knowledge in particular subject matter areas. Unit 1: What makes Google+ Unique? - Why Use Google+? What makes it unique? - How to Use Google+ - Creating Posts and Messages - Sharing, and Google+ integration with other social media Unit 2: Bringing More Traffic to your site - How Google+ will bring more traffic to your site - Developing relationships in Google+ - How to get your content posted and reshared - Tips and tricks Unit 3: Connecting with Communities - Using Google+ Communities to connect with focused organizations, and highly interested and engaged users - Contributing to Communities to offer resources - Learning from Communities to gain additional knowledge and skills Unit 4: Stars - Advanced Tips - Using Google+ as a conversation tool - Using Hangouts to broadcast your message - How to use Google+ for all of your social media - What to Avoid: Google Negatives.

**Photoshop Elements 12 for the Digital Photographer II** [2040171]

Bring out the best in your digital images! If you have a basic working knowledge of Adobe's Photoshop Elements 12, 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. Adobe combines the power of their award-winning technology with the ease of use and quick results you want. You'll be amazed at how effectively you can use artistic filters, layering techniques, and advanced editing tools. Before long, you'll be creating collages, turning images into text, merging images, and restoring old photos like a pro. Photoshop Elements 12 gives you room to grow while allowing you to create exciting effects right from the beginning. Because it offers you more features and tools than you'll find in simpler programs, it broadens the options available to you as an amateur photographer. With the techniques you'll learn here, you'll be able to edit and enhance your photos with ease, and you'll have the power to transform any shot from "okay" to "wow!"

Advanced CSS3 and HTML5 [2040176]
You've heard the buzz about CSS3 and HTML5? These latest versions of HTML and CSS have redefined how Web pages are created. So if you're going to design Web pages, you need to know how to work with CSS3 and HTML5. This course will teach you how to take advantage of HTML5 "semantic" tags that make page design far more intuitive, faster, and easier compared to older versions of HTML. And you'll learn to use HTML5 to create basic mobile pages and apps. In this class, you'll learn to use HTML5 to provide video that works in any environment. HTML5 makes it possible to build inviting forms that test user data without back-end coding. It also allows designers to include friendly tools like calendars, calculators, and color palettes to encourage accurate user input. You'll leave this course with the skills to create all those elements. And you'll learn to wield new CSS3 features essential for fast-loading, exciting, interactive websites, especially mobile sites. You'll create complex gradient blend backgrounds for pages and page elements, without using image files. And you'll learn to use jQuery Mobile to create app-like mobile Web pages and themes - complex sets of styles for mobile sites. In short, you'll leave this course with valuable skills essential to creating modern websites.

Creating jQuery Mobile Websites With Dreamweaver [2040177]
Building mobile-friendly websites is the new frontier in Web design. As more people adopt tablets and smartphones, the demand for Web designers who can build mobile-friendly sites to reach users on these devices is increasing. There's more to making mobile-friendly websites than just designing them to fit on smaller screens than traditional laptop (or desktop) environments. Mobile-friendly sites need to load faster, be easier to read in sunlight, and provide navigation that does not rely on a mouse. This course begins by surveying the design challenges in creating sites that will be inviting and attractive to mobile device users, including color scheming and page design. We'll look at successful mobile sites to see what works and what doesn't. The heart of the course is generating mobile-friendly sites using jQuery Mobile pages in Dreamweaver. No knowledge of JavaScript is required. A background in HTML and CSS will be helpful, but again, it's not required. You will use Dreamweaver's menus and panels to generate animated, interactive navigation elements that rely on the jQuery Mobile library of code. The course covers everything you'll need to build a complete, professional, mobile site and define it as an alternate to a site aimed at desktop and laptop users. You'll learn to build and customize animated navigation elements like those used in successful mobile-friendly sites. You'll create custom themes (sets of design elements such as colors, fonts, and boxes) using Dreamweaver's built-in theming tools and the open-source ThemeRoller site. You'll work with ways to organize your site, including listviewers, collapsible blocks, and grids. You'll also create mobile-friendly forms with HTML5 form fields (such as sliders and flipswitches) that work well in mobile devices. You'll learn to embed HTML5 native media (audio and video). This course is practical and project-oriented. While it's not required, a mobile device will come in handy so you can preview your projects. From the beginning of class, you'll upload your mobile site to a free, provided remote hosting server, where you can test it using your own mobile device. While the main focus of this course is Dreamweaver's jQuery Mobile tools, you'll also learn to use other Dreamweaver features that enhance mobile sites with JavaScript. And you'll learn to use Responsive Design (Dreamweaver's Media Queries) to design mobile sites that adjust for different displays in larger tablets or smaller smartphones.

Creating Web Pages [2040178]
Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, 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, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Designing Effective Websites [2040179]
These days, creating a website is so easy almost anyone can do it. But with all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course 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! We'll examine the tension between form and function, explore the six major states of the website development process, and learn the basics of user-centered design. We'll also cover the five basic steps to organizing information, find out how site design themes can be used for information delivery, and review Web page design considerations. Along the way, we'll talk about effective type and graphics and explore the idea of Web 2.0. This course is a must for Web designers, giving the tips and tools that will help them establish a solid career. Course Revised August 2014
Intermediate CSS3 and HTML5  [2040180]

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. In this course, you'll take your CSS and HTML skills to the next level and learn how to create professional-quality websites. You'll find out the methods the pros use to quickly build effective sites that are easy to maintain and modify. You'll discover the secrets to ensuring you keep total creative control over every aspect of a site. You'll master specific techniques for using background images and controlling opacity, visibility, and scrollbars. You'll create picture thumbnail galleries, cool hover (mouseover) effects, drop-down menus and flyout menus, and animation effects that work on hover as well as touchscreens like the iPhone and iPad. You'll also discover wonderful easy-to-code methods for creating responsive layouts that scale well to all screen sizes and devices.

Introduction to CSS3 and HTML5  [2040181]

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. CSS3 and HTML5 not only make it easier for you to build and manage large Web sites, these powerful languages can also give you more precise control over the appearance of every page you build. Almost every Web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for CSS3 and HTML5. This course will provide you with the foundation you'll need to master two critical and fast-growing new Web languages. If you're a Web developer, why not begin your transition to CSS3 and HTML5 today?

Microsoft PowerPoint 2013 Certification Training  [2040182]

The Microsoft PowerPoint 2013 Certification Training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-422.

Microsoft Office 2013 Master  [2040183]

The Microsoft Office 2013 Master training program prepares students for the Microsoft Office Specialist (MOS) Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), and 77-423 (Outlook).

Microsoft Outlook 2013 Certification Training  [2040184]

The Microsoft Outlook 2013 (MOS) training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-423.

What's New in Microsoft Office 2013  [2040185]

In this course, you'll learn how to use the exciting new features of Microsoft Office 2013, including Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher, using step-by-step, easy-to-follow instructions. With this latest version of the Microsoft Office, you'll be able to store and share your work "in the cloud" on Microsoft SkyDrive, a great, free online location that lets you access your files from any computer. You'll explore Word, where you'll get experience using the new Start screen, templates, and Ribbon commands. You'll master new features in graphics, movies, and tables as well as the new Reviewing features and Office apps (some great mini-programs you can add to Office), and learn how you can work with PDFs in Word. In Excel, you'll learn to speed up your work using the Quick Analysis tool, Flash Fill, and some great new chart features. You'll also get an orientation to PivotTables and explore a few new PivotTable tricks. In PowerPoint, you'll discover new ways to make your presentations look better than ever, including themes, graphics, shapes, colors, and animation. You'll also learn how to use the new Presenter view and commenting features, and how to present your slide show in an online meeting. In Access, you'll get acquainted with WebApps, which are Access databases you can put online and share with others who can use it with their Web browsers - they don't even need Access to use it! We'll also take a quick spin through the new features of the Office email program, Outlook. In addition, we'll explore often-overlooked but really valuable note-taking program, OneNote, as well as the easy-to-use page layout program, Publisher. And we'll top everything off with a bonus lesson on how to use some of the Office programs together, a skill known as integration. Before you know it, you'll be using each MS Office 2013 program with ease, and working more efficiently with cloud computing!

Introduction to Microsoft PowerPoint 2013  [2040186]

Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you'll learn how to use Microsoft PowerPoint 2013 or PowerPoint 365 to create professional-quality slide presentations that grab and hold your audience's attention from start to finish. You'll see how to plan a presentation for your audience, format it with themes and color, and use slide and layout masters to make global changes. You'll embellish your slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and...
learn to add multimedia effects to create animated presentations. And that’s just the start! With this PowerPoint training, you'll explore the options on the PowerPoint Ribbon, including the new Online Pictures command, File menu options, and Backstage View, and you'll learn how to print slides, handouts, and even an outline. And you'll discover the best view for creating and editing your slides and running your presentations. You'll have fun creating a PowerPoint photo album with your digital pictures, and become acquainted with OneDrive and PowerPoint Online to save, edit, and share your presentations online. Finally, you'll add versatility to your PowerPoint skills as you learn how to use the new Share and Export commands to save presentations as PDF files, videos, and more. If you want to become a PowerPoint pro, this is the course for you!

Microsoft Certified Solutions Associate (MCSA): Server 2012 [2040188]
In the Microsoft Certified Solutions Associate (MCSA): Server 2012 program prepares students to install, configure, and manage a Server 2012 network.

Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 [2040189]
The Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 program prepares students to administer, query, and implement data warehouses with SQL Server 2012.

Administrative Professional with Microsoft Office 2013 Master [2040190]
The Administrative Professional with Microsoft Office 2013 Master program teaches the skills students need to become a successful administrative professional and prepares students to use Microsoft Office 2013 programs: Excel, Word, PowerPoint, and Outlook.

Intermediate Microsoft Access 2013 [2040191]
Do you want to take your Microsoft Access 2013 skills to the next level? In this course, you'll learn how to use this program's advanced features to build a fully functional database from scratch. You'll start by creating your new database as you import customer and order information from several Excel spreadsheets into tables. Using action queries, you'll add key fields to the tables and learn to build table relationships between the tables. Next, you'll learn how to build complex yet easy-to-use forms to manage table data. You'll gain tips for adding the information you need without overcrowding your forms, including ways to build crosstab and summary queries so you can access information quickly and easily. You'll also learn about outer table joins that can make your queries more effective. Once you've built your database, you'll discover how to create reports using conditional formatting to highlight key data points. You'll also explore Visual Basic and learn how to create a report dialog box so users can filter report data. Finally, you'll put the finishing touches on your database as you build a navigation form to make it easy for your users to find what they need.

Introduction to Microsoft Access 2013 [2040192]
Take control of your data! In this course, you'll learn how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records. You'll start with the basics of database concepts and structure, and learn to build and customize tables to store data. With that foundation in place, you'll then learn about relational databases, and see how you can use them to build forms, generate reports, and search for data with queries across thousands of records in hundreds of tables - often with just a few clicks of your mouse! You'll also discover how to use macros to automate repetitive tasks and increase your efficiency. Through easy-to-follow, step-by-step instructions, this course will help you master Access and put it to creative, confident use. You'll develop not only strong Access skills, but a solid understanding of good database design concepts. By the time you've finished the course, you'll know how to organize and assemble an effective database for any kind of information you need to store, document, and manage.

Microsoft Office Specialist 2013 [2040193]
The Microsoft Office Specialist 2013 training program prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

Administrative Professional with Microsoft Office Specialist 2013 [2040194]
The Administrative Professional with Microsoft Office Specialist 2013 training program teaches the skills required to become a successful administrative professional and prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

Microsoft Access 2013 Certification Training [2040195]
The Microsoft Access 2013 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exam 77-424.

**Introduction to Photoshop CC** [2040196]

Photoshop is the world's most popular 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 (who has twice been nominated for the Photoshop Hall of Fame). You'll learn how to use Photoshop while accessing it from the Creative Cloud (CC). The course provides 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. Photoshop CC has a host of impressive new features for photographers, and you'll encounter a number of them. We'll begin with an introduction to the Photoshop environment. Next, you'll learn how to create simple digital paintings (including some brushes that let you create the look of an oil painting from a photo). Then you'll be editing your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. You'll master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. You'll also learn about the content-aware Move tools in CC that, like magic, let you move something on an image and intelligently replace the "hole" left behind at the same time. By the time you finish this fun, hands-on, project-oriented course, you'll be well on your way to expressing yourself with the most exciting graphics program ever developed.

**Web Design Certificate** [2060006]

Learn to use Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash to create stunning Web sites.

**Engineering**

**AutoCAD 3D** [2040021]

Become proficient in 3D methods and concepts, explore AutoCAD’s advanced 3D modeling workspace, and prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam.

**AutoCAD 2011** [2040022]

Master the fundamentals of AutoCAD 2011 and learn the skills you need to prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

**AutoCAD 3D, Software Included** [2040023]

Become proficient in 3D methods and concepts, explore AutoCAD's advanced 3D modeling workspace, receive a student AutoCAD 2011 software license and 2011 AutoCAD Course Notes, and prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam.

**AutoCAD 2011 With AutoCAD 3D** [2040024]

Master the 2D commands and 3D modeling tools in AutoCAD 2011, and prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

**Basic Computer Courses**

**Introduction to Microsoft Word 2007** [2040045]

Learn to use the word processor PC Magazine ranked as one of the ‘strongest and most intelligent programs ever written.’ In this hands-on workshop, you'll learn how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.

**Introduction to Microsoft Access 2007** [2040075]

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. In this practical and project oriented hands-on workshop, you'll learn how to create tables filled with fields and records. You'll build relationships between the tables to eliminate redundancies and slash data entry time. You'll discover how to achieve huge reductions in data entry errors by setting default values, creating validation rules, and building input masks. You'll find out how to make your database more user-friendly with custom data entry forms, smart lists, and other sophisticated controls. You'll learn how to retrieve exactly what you need from your database with powerful queries and reports, and you'll even start automating routine tasks with labor-saving macros.

Intermediate Microsoft Access 2007 [2040091]

Microsoft Access 2007 database developers need the technical knowledge and skills to design databases that use multiple related tables. At the same time, good developers must know how to hide some of these underlying complexities so their completed products are pleasant to use. In this course, you'll master the tools and techniques required to create user-friendly Access 2007 databases. You'll learn to design one-to-many and many-to-many databases and create queries, forms, and reports to reflect those relationships. 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 Word 2007 [2040092]

Microsoft Word 2007 is a powerful and popular program, yet most people use only a fraction of its features. In this course, you'll learn Microsoft Word's more advanced features, which can make writing easier, faster, and more fun. You'll improve your creativity and efficiency at the same time! In the first part of the course, you'll learn how to perform a mail merge, and we'll explore macros, styles, and templates. Macros let you type repetitive words and phrases quickly and accurately at the touch of a button. Styles let you save text formatting. Templates let you create documents that contain predefined formatting and text, making it a snap to create documents that look right every time. In the second part of the course, we'll cover how to use Word as a simple desktop publishing program to create signs, flyers, menus, brochures, and even newsletters. You'll learn how to insert different types of graphics in a document and divide a page into columns and text boxes. Both columns and text boxes give you different ways to display text beyond the traditional appearance of text that fills an entire page. Finally, in the last part of this course, you'll learn about printing labels, creating form letters, and creating an index, table of contents, and list of figures automatically. If you need to create long documents, you'll appreciate Word's ability to keep track of page numbers for your chapter headings or index entries. Whether you need to produce a short letter, flyer, report, or book-length manuscript, this course will teach you how to get the most out of Microsoft Word 2007!

Introduction to Microsoft Excel 2010 [2040112]

Do you work with numbers? Then you need to master Microsoft Excel 2010 - 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 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 2010 tool like a pro.

Introduction to Microsoft Word 2010 [2040117]

Master the basics of the word processor PC Magazine ranked as one of the "strongest and most intelligent programs ever written." In this hands-on workshop, you'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus; and save, retrieve, copy, organize, and print your documents. By the time you're done with the step-by-step lessons and hands-on activities in this course, you'll be able to use Word confidently at home or on the job.

Intermediate Microsoft Word 2010 [2040119]

Microsoft Word 2010 is a powerful and popular program, yet most people use only a fraction of its features. In this course, you'll learn Microsoft Word's more advanced features, which can make writing easier, faster, and more fun. You'll improve your creativity and efficiency at the same time! In the first part of the course, you'll learn how to perform a mail merge, and we'll explore shortcuts, styles, and templates. Shortcut keys and macros let you type repetitive words and phrases quickly and accurately at the touch of a button. Styles let you save text formatting. Templates let you create documents that contain predefined formatting and text, making it a snap to create documents that look right every time. In the second part of the course, we'll cover how to use Word as a simple desktop publishing program to create signs, flyers, menus, brochures, and even newsletters. You'll learn how to insert different types of graphics in a document including digital photographs from your own camera, clip art images provided by
Microsoft, and different types of charts such as bar, line, or pie charts. Next, you'll find out how to wrap text around graphic images and divide a page into columns and text boxes. Both columns and text boxes give you different ways to display text beyond the traditional appearance of text that fills an entire page. Finally, in the last part of this course, you'll learn about printing labels, making form letters, and creating an index, table of contents, and list of figures automatically. If you need to create long documents, you'll appreciate Word's ability to keep track of page numbers for your chapter headings or index entries. Whether you need to produce a short letter, flyer, report, or book-length manuscript, this course will teach you how to get the most out of Microsoft Word 2010!

**Introduction to Microsoft PowerPoint 2010** [2040127]

Take your PowerPoint presentations from "so-so" to sensational! In these lessons, you'll learn how to use Microsoft PowerPoint 2010 to create professional-quality slide presentations that grab and hold your audience's attention from start to finish. First, you'll explore the latest features of PowerPoint, from the all-new File menu to the Backstage View. After that, you'll find out how to create dazzling presentations formatted with themes and a variety of slide layouts. You'll embellish your slides with text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks, and you'll discover that global changes are a snap with the Slide Master. In addition, you'll find out how to download an online image and insert it onto a slide. You'll also discover how to edit clip art, images, WordArt, and shapes easily with the commands on the Ribbon. You'll explore the printing interface in Backstage View, and find out how to view your presentations in the new Reading View. And that's just the start! You'll also learn how to create a PowerPoint photo album with your digital pictures, and you'll work with PowerPoint Web App - an online version of PowerPoint. Finally, you'll add versatility to your PowerPoint skills as you learn to save presentations as PDF files and videos. Whether you're a beginner or an experienced user, these lessons will teach you how to turn simple slides into a polished and exciting presentation that will make your message memorable. If you want to take your PowerPoint skills to a higher level, this is the course for you!

**Introduction to Microsoft Outlook 2010** [2040128]

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. Then you'll focus on the core skills you really need in order to work smarter and faster. First, you'll learn 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 how to use Outlook's Calendar and Alert features. You'll also find out how to customize Outlook so it perfectly meets your needs, and you'll discover how to automate your work with rules. As a bonus, you'll get insider tips that will make you the Outlook guru in your office. For example, did you know that you can create, send, and receive email messages without ever touching the mouse? You'll find out how, and learn lots of other tricks for getting the most out of Outlook's versatile tools. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson. In just a few weeks, you'll be a skilled and confident user of this time-saving tool - and you'll never have to worry about missing a meeting, losing an email, or forgetting an important task again!

**Intermediate Microsoft Access 2010** [2100001]

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. You'll start by learning how to create your new database by importing information from Excel spreadsheets into tables. Using action queries, you'll add and update key fields that allow you to build relationships among the tables. Then you'll master the steps for building complex yet easy-to-use forms to manage table data. The course offers you tips and techniques for optimizing your database, including ways to build crosstab and summary queries so you can access information quickly and easily. You'll also learn about outer table joins that can make your queries more effective. Once you've built your database, you'll examine how to build reports using conditional formatting to highlight key data points, and explore Visual Basic, a powerful programming language that allows you to automate simple and complex tasks. Finally, you'll put the finishing touches on your database as you build a navigation form to make it easy for your users to find what they need.

**Introduction to Microsoft Access 2010** [2100002]

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. In these practical and project-oriented lessons, you'll learn how to use this award-winning MS Office software to create and customize tables. You'll build relationships between your tables to eliminate redundancies and slash data entry time. And you'll discover how to achieve huge reductions in data entry errors by setting default values, creating validation rules, and building input masks. In addition, you'll find out how to make your database more user-friendly with custom data entry forms, smart lists, and other sophisticated controls. You'll learn how to retrieve exactly what you need from your database with powerful queries and reports, and you'll even start automating routine tasks with labor-saving macros. By the time you've finished this course, you'll know how to create an effective database for any information you need to store, document, and manage - at home or on the job.

**What's New in Microsoft Office 2010** [2100003]
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. In Word, you'll learn all about the new 2010 File tab. After that, you'll see how to manage your documents in Backstage View and work with the new Picture SmartArt layouts. Then you'll find out how to make your documents more accessible to all users with the Accessibility Checker, and learn how to find anything in your documents quickly with the Navigation pane. Finally, you'll discover that working in a multicultural world is easier than ever with the new Mini Translator. In Excel, you'll see what the File tab does and find out how to save your worksheet as a PDF file. Next, you'll learn how sparklines let you illustrate your data in a compact format, discover how slicers allow you to summarize data quickly, and delve into brand-new formatting options. In PowerPoint, we'll look at the new File tab and then move on to SmartArt picture layouts and the new Picture background removal feature. In addition, you'll see how video styles can make your videos look spectacular and how the Transitions tab can make slide shows transition easy. You'll also master new animation effects, examine how to organize long presentations using sections, and learn how to create a video from any PowerPoint presentation. In Access, you'll learn how to use the new data type parts to quickly add pre-made fields to a database, and explore application parts (which are like templates you can add to your databases). You'll see how Access 2010 lets you use themes in forms and reports, and how you can share your Access tables, forms, and reports by publishing to other formats and exporting objects to the Web. Before you know it, you'll be using each MS Office 2010 program with ease, accomplishing your work faster, and creating documents that look better than ever!

**Microsoft Outlook 2010 Certification Training** [2100004]

Master the basic to advanced Microsoft Outlook 2010 skills you need to prepare for Microsoft Office Specialist (MOS) certification.

**Microsoft PowerPoint 2010 Certification Training** [2100005]

Learn basic to advanced skills in Microsoft PowerPoint 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

**Advanced Microsoft Excel 2010** [2100007]

Any proficient Microsoft Excel user will agree that this program is a very powerful analytical tool. Wouldn't it be great to learn how to effectively use all the advanced Excel features? In this practical and information-packed course, you'll see how to maximize this program's functions and capabilities. Most organizations rely heavily on Excel to consolidate, analyze, and report financial information. Your company is probably no exception. By learning these advanced techniques, you can become more valuable to your organization. You'll see how to work with the additional analytical tools provided by Excel add-ins and become skilled in using validation to protect the integrity of your worksheets from less experienced users. Impress your coworkers by learning how to add functional and eye-catching custom controls to any worksheet and how to use scenarios and data tables to quickly perform what-if data analyses. You'll discover advanced techniques for PivotTables, such as creating calculated fields and calculated items. Become adept at consolidating and importing external data, and master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Learn how Excel 2010 table tools take the complexity out of table creation and management. As you become proficient at nesting functions within other functions, you'll be able to accomplish just about anything Microsoft Excel has to offer!

**Introduction to Microsoft Outlook 2013** [2100008]

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 Excel 2013** [2100009]

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
Excel 2007 table tools take the complexity out of table creation and management. As you become proficient at nesting functions you'll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Learn how creating calculated fields and calculated items. You'll become adept at consolidating and importing data from other sources, and scenarios and data tables to quickly perform multiple what-if analyses. You'll discover advanced techniques for PivotTables, such as users. You'll impress your coworkers by learning how to add functional and eye-catching controls to any worksheet and how to use Excel add-ins. You'll become skilled in the use of validation to protect the integrity of your worksheets from other, less experienced and others to better decision-making. Over the next six weeks, you'll see how to use the additional analytical tools provided by this vital Office 2013 application like a pro.

**Intermediate Microsoft Excel 2013** [2100010]

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!

**Microsoft Excel 2013 Certification Training** [2100011]

The Microsoft Excel 2013 Certification Training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-420.

**Microsoft Office Specialist 2010 (MOS) Certification Training** [2100012]

Participate in the Microsoft Office Specialist 2010 (MOS) Certification Training program to improve your level of knowledge with Microsoft Office functions in preparation for taking the Microsoft Certification Exam.

**Introduction to Microsoft Excel 2007** [3020063]

Work with numbers? Then you need to learn Excel 2007. In this unique six-week online workshop, you'll discover 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, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

**Intermediate Microsoft Excel 2007** [3020127]

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. In this practical, hands-on course, 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 see how Excel 2007 can give you further insight into your valuable data. And by learning how to create macros that eliminate repetitive tasks, you'll earn your coworkers admiration and gratitude. With your macro knowledge, you'll be able to 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 learning how to use Excel's VLOOKUP, INDEX & MATCH, and other time-saving functions. So get ready for six fun, action-packed weeks that will take your Excel skills to the next level!

**Advanced Microsoft Excel 2007** [3020133]

Any proficient Microsoft Excel user will agree that MS Excel is a very powerful analytical tool. Wouldn't it be great to learn how to effectively use all the advanced Excel features at your disposal? In this practical and information-packed course, you'll see how to maximize Excel's functions and capabilities. Most organizations rely heavily on Microsoft Excel to consolidate, analyze, and report financial information. Your company is probably no exception. By learning these advanced techniques, you can become more valuable to your organization. Your ability to generate information with increased accuracy, timeliness, and usefulness will lead you and others to better decision-making. Over the next six weeks, you'll see how to use the additional analytical tools provided by Excel add-ins. You'll become skilled in the use of validation to protect the integrity of your worksheets from other, less experienced users. You'll impress your coworkers by learning how to add functional and eye-catching controls to any worksheet and how to use scenarios and data tables to quickly perform multiple what-if analyses. You'll discover advanced techniques for PivotTables, such as creating calculated fields and calculated items. You'll become adept at consolidating and importing data from other sources, and you'll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Learn how Excel 2007 table tools take the complexity out of table creation and management. As you become proficient at nesting functions...
within other functions, you'll be able to accomplish just about anything Microsoft Excel has to offer!

Intermediate Microsoft Excel 2010 [3020158]

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2010, 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 harness the power of Excel's data analysis and filtering tools. 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!

Digital Arts Certificate [2060002]

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital photography, imaging, and illustration. This program covers Adobe Photoshop and Illustrator and more.

Multimedia Arts Certificate [2060004]

The Multimedia Arts Online Training Program gives you the conceptual, technical, and visual design skills required to create multimedia applications and environments. You'll explore Adobe Photoshop, Flash, and After Effects, as well as digital video editing.

Introduction to Photoshop CS5 [2060022]

Photoshop is the world's best-known photo-editing program - the tool that artists, photographers, designers, and hobbyists all rely on for image creation and editing. In this course, you'll learn how to use Photoshop with skill and 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 have no trouble following each step - even if you've never used a computer for graphics before. And you'll have lots of fun putting your new skills into action in this project-oriented course. Adobe Photoshop CS5 has a host of impressive new features for photographers, and you'll get to know several of them in these lessons. You'll begin with an introduction to the Photoshop environment. Next, you'll learn how to create simple digital paintings and find out about the new brushes that let you alter a photo to achieve the look of an oil painting. After that, you'll edit your own photos to get rid of dust and scratches, fix the color, and correct the image exposure. 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. By the time you finish this fun, hands-on course, you'll be well on your way to expressing yourself with the most exciting graphics program ever developed.

Introduction to CorelDRAW X5 [2060028]

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 transform plain photographs into brilliant works of art. You'll also delve into graphic design as you learn about line and shape tools, color fills, layers, text tools, page layout, templates, and import and export functions. And you'll discover how to apply special effects including shadows, transparencies, 3D effects, distortions, and PowerClips so you can change an ordinary drawing or illustration into a masterpiece. While the course focuses on CorelDRAW X5, if you're using CorelDRAW X6 you'll get all the support you need in each lesson's discussion area. Whether you're designing for business or pleasure, this course will give you all the skills you need to create images of the highest quality. So get ready to release the pent-up Picasso inside you!

Intermediate Photoshop CS5 [2060029]

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). Non-destructive editing lets you work faster and reuse parts of images over and over. In these lessons, you'll learn how to save every single pixel in your original image so you never have to say, "I'm sorry - I tossed that information." In addition, you'll discover how to use Smart Objects so you can crop or resize an image and return it to its original size months afterward. (You'll even learn some clever tricks for warping Smart Objects!) After that, you'll find out how to add shadows or embossing non-destructively. And if you want to design page layouts you can fill with different images, you'll learn how to create templates you can reuse. Whether you use Photoshop to edit photos, make scrapbook pages, or
design original artwork, this course will give you all the skills you need to let your creativity shine. Once you see what non-destructive editing can do for your projects, you'll never look back!

**Photoshop CS6 for the Digital Photographer** [2060030]

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 Elements 11 for the Digital Photographer** [2060032]

Bring out the best in your photos! In this course, you'll learn how to use Adobe Photoshop Elements 11 to do everything from quick fixes to detailed enhancements that will greatly improve the look of your images. Even if you've got no image-editing experience, this class will take you from novice to accomplished user. It's also a great solution if you're upgrading from an earlier version of Photoshop Elements. As you explore this program's many easy-to-use features, you'll gain control of Photoshop Elements' award-winning technology. Elements is so well designed that even from the start, you'll be able to get results that you never imagined possible. You'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 your images. With easy-to-follow, step-by-step instructions, this course makes it easy to learn how to edit your images like a pro. You'll also get plenty of practice as you complete fun, hands-on exercises that ensure you understand the basics of this program as well as more advanced techniques.

**Introduction to Adobe Edge Animate** [2060033]

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. In this course, you'll explore the basics of this tool, including an introduction to the interface, the basics of animation, and how to create graphics and add interactivity. You'll also master more advanced concepts, such as how to integrate Edge Animate with other tools in the Adobe Creative Suite and publish content to the Web. Along the way, you'll build three projects from scratch: an animated Web banner ad, an interactive product catalog, and a photo gallery. By the end of the course, you'll be prepared to begin creating animation and interactive content for the Web and for mobile devices.

**Photoshop Elements 11 for the Digital Photographer II** [2060034]

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. Adobe combines the power of their award-winning technology with the ease of use and quick results you want. You'll be amazed at how effectively you can use artistic filters, layering techniques, and advanced editing tools. Before long you'll be creating collages, turning images into text, merging images, and restoring old photos like a pro. Photoshop Elements 11 gives you room to grow while allowing you to create exciting effects right from the beginning. Because it offers you more features and tools than you'll find in simpler programs, it broadens the options available to you as an amateur photographer. With the techniques you'll learn here, you'll be able to edit and enhance your photos with ease, and you'll have the power to transform any shot from "okay" to "wow"!
Introduction to Illustrator CS6 [2060035]

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 Photosop and Illustrator to take advantage of the strengths of both programs. Each lesson contains an assignment that challenges both your creativity and your growing skill with the program. The course is designed to let you work at your own level, whether you're just getting started with Illustrator or looking to refresh your Illustrator skills. Come experience the fun of Adobe Illustrator!

Introduction to JavaScript [2060037]

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 Final Cut Pro X [2060038]

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! Course Revised March 2014

Introduction to InDesign CS6 [2060039]

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! In each lesson, we'll cover an important aspect of InDesign CS6 as you prepare a range of print and online products for Natalie, the fictional owner of Natalie's Nautical Emporium. You'll get dozens of files to use in the lessons - partially completed InDesign files, as well as the graphics, images, fonts, and other content required for the project. And to check your work or troubleshoot any problems you encounter, you'll always get a copy of the finished InDesign project file. Lesson by lesson, you'll explore the best ways to use the features in this program to create different types of material, how to organize and name your files, and how to reuse items such as colors and artwork. By the time you finish the course, you'll not only be comfortable with the tools and features that InDesign CS6 offers, you'll also know the most efficient ways to use the program to produce the materials you need for your own work, recreation, or hobbies.

Intermediate Flash CS6 [2060041]

Take your Adobe Flash skills to the next level to create more sophisticated and powerful Flash applications. You'll start by examining the ever-versatile Movie Clip symbol, using it to create Flash content - animations and special effects - inside other Flash content. Then you'll dive deep into ActionScript so you can to turn your simple SWFs into epic Flash masterpieces. For example, you'll learn how to write a single script that controls hundreds, even thousands, of objects based on user input. You'll also learn the advanced ActionScript techniques you'll need to take control of the user's cursor and how to extend Flash's capabilities with external ActionScript Class files. External ActionScript files allow you to use the same scripts across multiple SWFs, as well use SWFs that load and interact with other SWFs - the secret to creating in-depth, multifaceted Flash applications. But this course is not just about programming. You'll also learn high-end Motion Editor skills for creating sophisticated transitions and other animated effects. We'll delve deep into advanced Bone tool features that make your IK bones appear more life-like, as well as the Deco tool, Spray Brush tool, Layer Masks, Onion Skins, and other advanced techniques for creating professional-grade graphics and
Photoshop should start with Photoshop CS6 for the Digital Photographer I. If you're looking for updated material for CS6 and some expanded coverage, you may want to start with the first course. And, of course, students new to 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 material from previous versions of the course and completely new topics, along with the new CS6 features, this material will be information on using Histogram.

Photoshop CS6 for the Digital Photographer II builds on the first course and is a mix of some 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 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.
Automated Fingerprint Identification System [1120002]
The materials in this course have been gathered to assist you in learning the preliminaries of forensic automated fingerprint identification systems.

Certified Crime Scene Investigator Test Prep [1120003]
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. The course is written using material from the textbooks required to be read for certification: Crime Scene Photography, Edition II, by Edward Robinson, 2010, Elsevier Science & Technology Books (All Chapters EXCEPT 1, 8, and 12)Practical Crime Scene Processing and Investigation by Ross M. Gardner, 2005, CRC Press

Chemical Spot Tests for Illicit Drugs [1120004]
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 [1120005]
The goal of this course is to give the student a general understanding of the tasks associated with a crime scene investigation. It also sets a foundation by providing a glimpse at the history of the incorporation of forensic science into modern crime scene investigation.

Ethics in Forensic Science [1120006]
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 [1120007]
This online course discusses basic principles and procedures used in the forensic laboratory. The course provides an overview of laboratory instrumentation, standards, and methods currently used. 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.

Fibers and Textiles for Forensic Scientists [1120008]
This course is offered to familiarize forensic service providers, both laboratory personnel and crime scene/law enforcement staff, with textiles as they relate to forensic science. This 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. This course combines intermediate information with the basic foundation of fibers and textile.

Forensic Entomology for the Crime Scene Investigator [1120009]
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 [1120010]
This course has been developed as an orientation and overview of how the mass spectrometer works, how mass spectrometry is used...
in forensic science, and how to interpret mass spectra.

**Forensic Photography** [1120011]

This course has been designed to give students a basic introduction to 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. The course will also discuss the use of video documentation and the standards upon which forensic photography is based.

**Forensic Science 101: An Introduction** [1120012]

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. The student will learn a variety of topics from what is necessary to become a forensic scientist to working a crime scene to working in the lab to testifying in court. The materials in this course have been gathered to assist the student in learning the preliminaries and are in no way meant to be a complete forensic science course.

**Fundamentals of Forensic Questioned Documents** [1120013]

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** [1120014]

Fundamentals of Forensic Toxicology

**Hair Evaluation for DNA Analysis** [1120015]

This course has been previously taught as a one-day seminar. Now West Virginia University Extended Learning and WVU's Forensic Science Initiative is pleased to present these learning materials and this course to you on-line. The materials in this course have been gathered to assist you in learning the preliminaries of forensic hair examination.

**Integrated Ballistic Identification System (IBIS)** [1120016]

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. The course will also discuss how IBIS can be used more effectively to yield better results and more identifications.

**Introduction to Bloodstain Pattern Analysis** [1120017]

The goal of this online course is to provide the student with a basic, introductory overview of bloodstain pattern analysis. 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. These units are designed to be an educational introduction to bloodstain pattern analysis.

**Introduction to Firearms and Toolmarks** [1120018]

The goal of this course is to provide 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** [1120019]

Fish and wildlife forensic science is a field that involves the application of forensic science principles to the protection of aquatic and marine fish and land animals. In a technical definition, 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.
Introduction to Forensic Drug Chemistry [1120020]
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 [1120021]
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. Perspectives in Expert Testimony will also address aspects of handling cross examination. The more prepared a person is as a direct witness, the less he/she has to fear on cross examination.

Principles of Death Investigation [1120022]
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 [1120023]
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 [1120024]
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 [1120025]
The purpose of this course is to gain a basic, overall understanding of biological evidence. There are many reasons for collecting biological evidence; the most obvious being forensic casework. Biological evidence is an excellent way of identifying potential suspects, associating suspects or victims to a crime scene or to one another, and linking crimes through databases. This course will be an introduction to the concepts encompassing biological evidence.

Science of Fingerprints [1120026]
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.

Fundamentals of Latent Print Examination [1120029]
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.

DNA Analysis of Forensic Based Evidence - General Public [1120030]
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** [1120032]

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.

**Glass: Basic Principles of Trace Evidence Series** [1120033]

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.

**Bloodborne Pathogen Training** [1120034]

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 with 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.
Personal Interest

**Introduction to Natural Health and Healing** [3010017]

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, biorythms, 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, Tai 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!

**Mastering Public Speaking** [3020160]

You can become an effective public speaker! In this fun and hands-on course, you'll find out how to talk confidently and persuasively to both large audiences and small groups. You'll learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers - fear. As you build your skills step-by-step, you'll find out how to present a short or long speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You'll get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you'll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority. Along the way, you'll explore many real-world examples and have lots of opportunities to practice your new skills.

**Luscious, Low-Fat, Lightning-Quick Meals** [4010027]

Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You'll learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! You'll discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You'll also learn a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. You'll have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that's covered in the lessons.

**Handling Medical Emergencies** [4010029]

What would you do if a member of your family suffered a medical emergency? You could certainly call for trained emergency medical responders, but what would you do while you're waiting for them to arrive? Every second counts during a medical emergency. Recognizing the early signs and symptoms of common medical conditions and providing appropriate treatment can mean a better outcome for the patient. Early recognition and intervention can greatly reduce the seriousness of the illness, which means a shorter hospital stay and lower medical costs. It's also very satisfying to know how to help someone in a time of need. This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse.

**Assisting Aging Parents** [4010030]

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You'll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You'll learn about financial and legal considerations, health issues, and family interpersonal relationships. You'll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You'll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.
Start Your Own Gift Basket Business [4010057]

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.

Start Your Own Edible Garden [4010062]

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. You'll begin by figuring out which type of garden is right for you. Not everyone has the same amount of time, space, or sunshine, so the first step to a great harvest is selecting the right crops. You'll explore climate considerations, learn how to read a zone hardness map, and find out how to spot a micro-climate in your yard. After that, you'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. Since healthy soil is the key to a great garden, you'll see how to identify problems in pH and drainage and fix them. You'll even learn to understand fertilizers and make compost! Along the way, you'll delve into the variety of crops you can select: leafy greens, root vegetables, fruit, herbs, and more. Each type of crop has specific needs, so you'll get tips on starting seeds, transplanting, pruning, and using container gardens and support structures. In addition, you'll learn what to watch out for so you can spot pests and diseases before they destroy your bounty. And you'll take the guesswork out of watering your garden as you explore a variety of irrigation options. Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

Introduction to Digital Scrapbooking [4010063]

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, you'll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You'll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images - the tools are all available to you. Join us and take your scrapbooking to a new level!

American Animation: Where Do Cartoons Come From? [4010068]

This course will go over the beginnings of early American animation through to cartoons of wartime. The course is for anyone who is interested in knowing more about our cartoon history; the techniques used and how they were effective, the rise and fall of (in)famous studios and studio heads, about particular animators and how they got their starts (some may surprise you), and how the cartoon industry all came together to do their part and give smiles and laughs for our soldiers (also people on the home front) during devastating wars. This is a fun and entertaining course, which is rich in history. Every student will find this introductory class enlightening, as well as have the opportunity to engage with fellow cartoon enthusiasts. Course Structure and Schedule This is a non-credit online course which will take six weeks to complete. Content covered in the course is as follows: Module 1: The Beginnings of Cartoons Module 2: Platinum Age of Cartoons Module 3: Disney's Beginnings Module 4: Battle for Top Studio - Disney vs. Fleischer Module 5: Warner Brothers Turns the Table Module 6: Cartoons on the Front Lines Computer Requirements Mozilla Firefox (recommended) or Internet ExplorerAdobe Acrobat ReaderQuickTimeMacromedia Flash PlayerJava (Free software plug-ins are available in the Getting Started area of the course.) Basic computer skills required (i.e. turning on your computer, navigating to websites, etc. The course is user friendly, but support is available if needed.

Mastering Your Digital SLR Camera [4010070]

Get control of your digital SLR camera! In this course, you'll break through the technology barrier and learn how to use your DSLR to take beautiful photos. You'll start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. Next, we'll explore exposure controls. You'll learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You'll find out how to use these features to get the right exposure for every shot. Then we'll turn our attention to flash photography, managing camera controls, photo files, and even working in manual mode. With these skills, you'll be able to take your photography to the next level. Finally, the course explores high dynamic range photos and how to master those difficult and tricky exposure situations. By the end of this course, you'll truly be a DSLR master, and most of all, you'll be able to use your camera to take the photos you've always dreamed of. Course Revised August 2014
**Start a Pet Sitting Business** [4010078]

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.

**Discover Sign Language** [4010079]

It's truly amazing that we can communicate just by using our hands! Add different facial expressions, and you have a conversation - the language of Deaf people. In this course, you'll discover how to use this graceful, expressive language to communicate with Deaf people. You'll begin with an introduction to the language itself, and learn to create the signs for numbers. You'll also master the sign alphabet so you can fingerspell proper names. Then you'll learn to sign phrases and expand to complete sentences, and see how to put it all together so you can introduce yourself and start a conversation. Along the way you'll learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't. Throughout, you'll learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you'll be immersed in silence, so you'll gain an understanding of the perspective of Deaf people and sign language. You'll also gain an introduction to the world of Deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you'll be ready to sign!

**Introduction to Guitar** [5020030]

Learn to play guitar, and become the musician you've always wanted to be! In these fun and informative lessons, 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, and learn how to tune your instrument. After that, you'll explore the fundamentals of music notation and find out how to produce clear, beautiful notes and chords. You'll also discover how to control your rhythm, tempo, and volume, and how to express yourself artistically. The classical guitar skills you'll master in this course will allow you to play any style of music, from hard rock to country-and-western. And that's not all! Good guitar players know that the secret to making beautiful music is to practice, practice, practice - so that's what you'll do. You'll make rapid progress as you follow a carefully planned practice schedule that reinforces each new skill you learn. Whether you're a beginner or an intermediate student, this course will take your musical talent to the next level. By the time you're finished, you'll be well on your way to becoming a skilled guitar player.

**Test Prep**

**Intermediate CompTIA A+ Certification Prep** [4020005]

The Intermediate CompTIA A+ Certification Prep course picks up where the Basic course left off and plunges you head-first into Windows. You learn how to install, organize, maintain, and troubleshoot three different versions of Windows. You'll examine and compare the features and structures of Windows XP, Vista, and 7. Toward the end of the course you'll get a deeper understanding of how we use virtualization and virtual machines in modern networks. Plus you'll learn about printers, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 801 and 802 competencies. Course Revised May 2014

**GRE Preparation - Part 1 (Verbal and Analytical)** [4020010]

If you're planning to apply to graduate school, you'll likely have to take the GRE. This course is here to help! Part 1 takes you through 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! With GRE Preparation - Part 2 (Quantitative), you'll be prepared for all aspects of the computerized GRE® revised General Test. Course Revised 6/13/2011.
GRE Preparation - Part 2 (Quantitative) [4020011]

If you're planning to apply to graduate school, you'll likely have to take the GRE. This course is here to help! Part 2 features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique new question formats. You'll find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score! With GRE Preparation - Part 1 (Verbal and Analytical), you'll be prepared for all aspects of the computerized GRE® revised General Test. Course Revised 6/13/2011.