



ONLINE CLASSES

Eastern Iowa Community College District is pleased to offer you a variety of informative, fun, convenient and highly interactive instructor facilitated courses. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

To learn more about our online courses, visit our Online Instruction Center at: www.ed2go.com/eicc. At our Online Instruction Center, you'll find complete course descriptions, lesson outlines, evaluations from former students, course requirements, instructor credentials, and a demo course.

All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may require additional software or have other requirements that are NOT listed in this publication. Before registering for any course, go to our Online Instruction Center and read the complete course requirements for that course.

At the end of each course, we can provide you with a completion letter. You can show this letter to an existing or potential employer as evidence of having completed all course requirements.

PAYMENT IS DUE AT TIME OF REGISTRATION. We accept MasterCard, Visa, American Express and Discover.

COMPUTERS

KEYBOARDING

Using the computer software program FasType for Windows, you will learn the basic skills of touch-typing. You will need to have a working copy of FasType for Windows installed on your computer. This product is available for \$25 from www.fastypesoftware.com Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64747
XONCT-0005-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64966
XONCT-0005-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65124
XONCT-0005-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65288
XONCT-0005-SDG02 Inst. Internet Classes

COMPUTER SKILLS FOR THE WORKPLACE

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64748
XONCT-0010-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64967
XONCT-0010-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65125
XONCT-0010-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65289
XONCT-0010-SDG02 Inst. Internet Classes

WINDOWS VISTA, INTRODUCTION TO

Learn the important basic skills and concepts you need to take control of your Windows Vista PC. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64749
XONCT-0017-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64968
XONCT-0017-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65126
XONCT-0017-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65290
XONCT-0017-SDG02 Inst. Internet Classes

WINDOWS XP, INTRODUCTION TO

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64750**
XONCT-0020-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64969**
XONCT-0020-SDG10 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65127**
XONCT-0020-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 66153**
XONCT-0020-SDG02 Inst. Internet Classes

PC TROUBLESHOOTING, INTRODUCTION TO

Learn to decipher and solve almost any problem with your PC. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64751**
XONCT-0025-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64970**
XONCT-0025-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65128**
XONCT-0025-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65291**
XONCT-0025-SDG02 Inst. Internet Classes

PC SECURITY

Security expert teaches the fundamentals of PC and network security. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64752**
XONCT-0027-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64971**
XONCT-0027-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65129**
XONCT-0027-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65292**
XONCT-0027-SDG02 Inst. Internet Classes

PC SECURITY, ADVANCED

Use ethical hacking techniques to locate and close security holes in your own network. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64753**
XONCT-0028-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64972**
XONCT-0028-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65130**
XONCT-0028-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65293**
XONCT-0028-SDG02 Inst. Internet Classes

WORD 2003, INTRODUCTION TO

Learn how to create and modify documents with the world's most popular word processor. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64754**
XONCT-0035-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64973**
XONCT-0035-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65131**
XONCT-0035-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65294**
XONCT-0035-SDG02 Inst. Internet Classes

WORD 2003, INTERMEDIATE

Take advantage of Word 2003's publishing capabilities to create eye-catching documents. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64755**
XONCT-0036-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64974**
XONCT-0036-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65132**
XONCT-0036-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65295**
XONCT-0036-SDG02 Inst. Internet Classes

WORD 2003, ADVANCED

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64756**
XONCT-0037-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64975**
XONCT-0037-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65133**
XONCT-0037-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65296**
XONCT-0037-SDG02 Inst. Internet Classes

WORD 2003 IN THE CLASSROOM

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64757**
XONCT-0038-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64976**
XONCT-0038-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65134**
XONCT-0038-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65297**
XONCT-0038-SDG02 Inst. Internet Classes

WORD 2007, INTRODUCTION TO

Learn how to create and modify documents with the world's most popular word processing program.

Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64758
XONCT-0039-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64977
XONCT-0039-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65135
XONCT-0039-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65298
XONCT-0039-SDG02 Inst. Internet Classes

EXCEL 2003, INTRODUCTION TO

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64759
XONCT-0047-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64978
XONCT-0047-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65136
XONCT-0047-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65299
XONCT-0047-SDG02 Inst. Internet Classes

EXCEL 2003, INTERMEDIATE

Work faster and more productively by learning to use some of Excel 2003's most powerful tools.

Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64760
XONCT-0048-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64979
XONCT-0048-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65137
XONCT-0048-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65300
XONCT-0048-SDG02 Inst. Internet Classes

EXCEL 2003, ADVANCED

Increase your potential and maximize your value by becoming an expert Microsoft Excel user. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64761
XONCT-0049-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64980
XONCT-0049-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65138
XONCT-0049-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65301
XONCT-0049-SDG02 Inst. Internet Classes

EXCEL 2003 IN THE CLASSROOM

Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64762
XONCT-0050-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64981
XONCT-0050-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65139
XONCT-0050-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65302
XONCT-0050-SDG02 Inst. Internet Classes

EXCEL 2007, INTRODUCTION TO

Work with numbers? You need to know Excel. Learn the secrets of this powerful application. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64763
XONCT-0051-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64982
XONCT-0051-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65140
XONCT-0051-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65303
XONCT-0051-SDG02 Inst. Internet Classes

EXCEL 2007, INTERMEDIATE

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64764
XONCT-0052-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64983
XONCT-0052-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65141
XONCT-0052-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65304
XONCT-0052-SDG02 Inst. Internet Classes

DATABASE DEVELOPMENT, INTRODUCTION TO

An experienced professional guides you through a structured approach to database design and development. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64765
XONCT-0055-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64984
XONCT-0055-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65142
XONCT-0055-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65305
XONCT-0055-SDG02 Inst. Internet Classes

ACCESS 2003, INTRODUCTION TO

Learn how to store, locate, print, and automate access to all types of information. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64766**
XONCT-0062-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64985**
XONCT-0062-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65143**
XONCT-0062-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65306**
XONCT-0062-SDG02 Inst. Internet Classes

ACCESS 2003, INTERMEDIATE

Learn to solve real-world business problems with Microsoft Access 2003. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64767**
XONCT-0063-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64986**
XONCT-0063-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65144**
XONCT-0063-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65307**
XONCT-0063-SDG02 Inst. Internet Classes

ACCESS 2007, INTRODUCTION TO

Learn how Microsofts powerful database can help you store and manage information you have collected about your business, home, or community. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64768**
XONCT-0065-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64987**
XONCT-0065-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65145**
XONCT-0065-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65308**
XONCT-0065-SDG02 Inst. Internet Classes

CRYSTAL REPORTS 10, INTRODUCTION TO

Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64769**
XONCT-0070-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64988**
XONCT-0070-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65146**
XONCT-0070-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65309**
XONCT-0070-SDG02 Inst. Internet Classes

ALICE 2.0 PROGRAMMING, INTRODUCTION TO

Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64770**
XONCT-0073-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64989**
XONCT-0073-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65147**
XONCT-0073-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65310**
XONCT-0073-SDG02 Inst. Internet Classes

C ++ PROGRAMMING, INTRODUCTION TO

Learn to program in C++, even if you have no prior programming experience! Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64771**
XONCT-0075-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64990**
XONCT-0075-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65148**
XONCT-0075-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65311**
XONCT-0075-SDG02 Inst. Internet Classes

C# PROGRAMMING, INTRODUCTION TO

Learn the fundamentals of computer programming with the new C# programming language. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64772**
XONCT-0080-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64991**
XONCT-0080-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65149**
XONCT-0080-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65312**
XONCT-0080-SDG02 Inst. Internet Classes

C# PROGRAMMING, INTERMEDIATE

Learn to write Graphical User Interface programs in the C# Programming Language. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64773**
XONCT-0081-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64992**
XONCT-0081-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65150**
XONCT-0081-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65313**
XONCT-0081-SDG02 Inst. Internet Classes

PYTHON 2.5 PROGRAMMING, INTRO

Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64774
XONCT-0083-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64993
XONCT-0083-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65151
XONCT-0083-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65314
XONCT-0083-SDG02 Inst. Internet Classes

SQL, INTRODUCTION TO

Gain a solid working knowledge of the most powerful and widely used database programming language. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64775
XONCT-0085-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64994
XONCT-0085-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65152
XONCT-0085-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65315
XONCT-0085-SDG02 Inst. Internet Classes

ASP.NET, INTRODUCTION TO

Learn how to create powerful, interactive, community-based Web sites with ASP.NET. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64776
XONCT-0087-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64995
XONCT-0087-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65153
XONCT-0087-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65316
XONCT-0087-SDG02 Inst. Internet Classes

ORACLE, INTRODUCTION TO

Learn how to use the Oracle database management system to plan, organize, and manage your data. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64777
XONCT-0090-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64996
XONCT-0090-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65154
XONCT-0090-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65317
XONCT-0090-SDG02 Inst. Internet Classes

ORACLE, INTERMEDIATE

Learn how to write powerful and flexible PL/SQL programs. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64778
XONCT-0091-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64997
XONCT-0091-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65155
XONCT-0091-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65318
XONCT-0091-SDG02 Inst. Internet Classes

VISUAL BASIC 2005, INTRODUCTION TO

Experienced programmer and teacher shows you how to create Windows applications using Visual Basic 2005. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64780
XONCT-0094-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64999
XONCT-0094-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65157
XONCT-0094-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65320
XONCT-0094-SDG02 Inst. Internet Classes

VISUAL BASIC 2005, INTERMEDIATE TO

Discover how to write VB programs that can access and modify a database. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64779
XONCT-0093-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64998
XONCT-0093-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65156
XONCT-0093-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65319
XONCT-0093-SDG02 Inst. Internet Classes

PERL PROGRAMMING, INTRODUCTION TO

Learn a programming skill that will make you a more valuable Web developer or system administrator. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64781
XONCT-0105-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65000
XONCT-0105-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65158
XONCT-0105-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65321
XONCT-0105-SDG02 Inst. Internet Classes

POWERPOINT 2003, INTRODUCTION TO

Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64782
XONCT-0118-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65001
XONCT-0118-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65159
XONCT-0118-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65322
XONCT-0118-SDG02 Inst. Internet Classes

POWERPOINT 2007, INTRODUCTION TO

Learn how to use Microsoft PowerPoint 2007 to create impressive, professional-looking slide presentations. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64783
XONCT-0120-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65002
XONCT-0120-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65160
XONCT-0120-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65323
XONCT-0120-SDG02 Inst. Internet Classes

VISIO 2003, INTRODUCTION TO

Learn how to design professional-looking diagrams with Microsoft Visio 2003. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64784
XONCT-0127-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65003
XONCT-0127-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65161
XONCT-0127-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65324
XONCT-0127-SDG02 Inst. Internet Classes

VISIO 2007, INTRODUCTION TO

Get the training you need to create professional-looking flowcharts and diagrams using one of the most popular flowcharting programs on the market, Microsoft Visio 2007. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64785
XONCT-0128-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65004
XONCT-0128-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65162
XONCT-0128-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65325
XONCT-0128-SDG02 Inst. Internet Classes

PUBLISHER 2003, INTRODUCTION TO

Enhance your image by learning to create stunning brochures, newsletters, and other publications. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64787
XONCT-0134-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65006
XONCT-0134-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65164
XONCT-0134-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65327
XONCT-0134-SDG02 Inst. Internet Classes

PUBLISHER 2007, INTRODUCTION TO

In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64786
XONCT-0132-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65005
XONCT-0132-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65163
XONCT-0132-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65326
XONCT-0132-SDG02 Inst. Internet Classes

PHOTOSHOP ELEMENTS 5.0

Master the secrets of correcting digital photos and bring out the best in all your pictures! Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64798
XONCT-0164-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65017
XONCT-0164-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65175
XONCT-0164-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65338
XONCT-0164-SDG02 Inst. Internet Classes

PHOTOSHOP ELEMENTS 5.0 - LEVEL 2

If you already know the basics of Photoshop Elements 5.0 for Windows, it's time to learn the advanced features! Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64797
XONCT-0163-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65016
XONCT-0163-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65174
XONCT-0163-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65337
XONCT-0163-SDG02 Inst. Internet Classes

PHOTOSHOP ELEMENTS 6.0

Learn the secrets of Adobe's Photoshop Elements 6.0 and successfully edit your images! Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64800**
XONCT-0166-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65019**
XONCT-0166-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65177**
XONCT-0166-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65340**
XONCT-0166-SDG02 Inst. Internet Classes

PHOTOSHOP ELEMENTS 6.0 - 2

If you already know the basics of Photoshop Elements 6.0, it's time to learn the advanced features! Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64801**
XONCT-0167-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65020**
XONCT-0167-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65178**
XONCT-0167-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65341**
XONCT-0167-SDG02 Inst. Internet Classes

MAKING MOVIES WITH WINDOWS XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD and DVD. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64793**
XONCT-0158-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65012**
XONCT-0158-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65170**
XONCT-0158-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65333**
XONCT-0158-SDG02 Inst. Internet Classes

CORELDRAW X3

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64794**
XONCT-0159-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65013**
XONCT-0159-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65171**
XONCT-0159-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65334**
XONCT-0159-SDG02 Inst. Internet Classes

PHOTOSHOP CS2, INTRODUCTION TO

Learn how to use Photoshop to fix and process photos and create original images. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64796**
XONCT-0162-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65015**
XONCT-0162-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65173**
XONCT-0162-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65336**
XONCT-0162-SDG02 Inst. Internet Classes

PHOTOSHOP CS2, INTERMEDIATE

Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64795**
XONCT-0161-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65014**
XONCT-0161-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65172**
XONCT-0161-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65335**
XONCT-0161-SDG02 Inst. Internet Classes

PHOTOSHOP CS2 FOR DIGITAL PHOTOGRAPHER

Unleash the full potential of Photoshop CS2 to edit and enhance your digital photographs. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64792**
XONCT-0151-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65011**
XONCT-0151-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65169**
XONCT-0151-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65332**
XONCT-0151-SDG02 Inst. Internet Classes

PHOTOSHOP CS3, INTRODUCTION TO

Learn how to use Photoshop CS3 to fix and process photos and create original images. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64788**
XONCT-0141-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65007**
XONCT-0141-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65165**
XONCT-0141-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65328**
XONCT-0141-SDG02 Inst. Internet Classes

PHOTOSHOP CS3, INTERMEDIATE

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64791

XONCT-0144-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65010

XONCT-0144-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65168

XONCT-0144-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65331

XONCT-0144-SDG02 Inst. Internet Classes

**PHOTOSHOP CS3,
CREATING WEB GRAPHICS**

Learn how to use Photoshop to create graphics for the Web. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64789

XONCT-0142-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65008

XONCT-0142-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65166

XONCT-0142-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65329

XONCT-0142-SDG02 Inst. Internet Classes

**PHOTOSHOP CS3 FOR DIGITAL
PHOTOGRAPHER**

Learn how to use Adobe's Photoshop CS3 to edit and enhance your photographic images.

Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64790

XONCT-0143-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65009

XONCT-0143-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65167

XONCT-0143-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65330

XONCT-0143-SDG02 Inst. Internet Classes

**DISCOVER DIGITAL
PHOTOGRAPHY**

An informative introduction to the fascinating world of digital photography equipment. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64799

XONCT-0165-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65018

XONCT-0165-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65176

XONCT-0165-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65339

XONCT-0165-SDG02 Inst. Internet Classes

**SECRETS OF BETTER
PHOTOGRAPHY**

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64802

XONCT-0175-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65021

XONCT-0175-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65179

XONCT-0175-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65342

XONCT-0175-SDG02 Inst. Internet Classes

**PHOTOGRAPHING PEOPLE
WITH DIGITAL CAMERA**

Expert shows you how to take beautiful pictures of adults, children, and babies. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64803

XONCT-0180-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65022

XONCT-0180-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65180

XONCT-0180-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65343

XONCT-0180-SDG02 Inst. Internet Classes

**QUICKBOOKS 2009,
INTRODUCTION TO**

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Cost: \$90

6 Wks Wed.,Fri. Begins May 20 65397

XONCT-0203-SDG05 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65398

XONCT-0203-SDG06 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65399

XONCT-0203-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65400

XONCT-0203-SDG02 Inst. Internet Classes

**QUICKBOOKS 2008,
INTRODUCTION TO**

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64809

XONCT-0201-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65028

XONCT-0201-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65186

XONCT-0201-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65349

XONCT-0201-SDG02 Inst. Internet Classes

QUICKBOOKS 2007, INTRODUCTION TO

Learn how to quickly and efficiently gain control over the financial aspects of your business. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64805**
XONCT-0189-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65024**
XONCT-0189-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65182**
XONCT-0189-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65345**
XONCT-0189-SDG02 Inst. Internet Classes

QUICKBOOKS 2007, PERFORMING PAYROLL

Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64804**
XONCT-0188-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65023**
XONCT-0188-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65181**
XONCT-0188-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65344**
XONCT-0188-SDG02 Inst. Internet Classes

QUICKBOOKS 2007 FOR CONTRACTORS

Learn how to use the Premier Contractor Edition of QuickBooks 2007 to run your contracting business more efficiently. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64806**
XONCT-0192-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65025**
XONCT-0192-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65183**
XONCT-0192-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65346**
XONCT-0192-SDG02 Inst. Internet Classes

PROJECT 2007, INTRODUCTION TO

Learn how to effectively plan, implement, and control projects using Microsoft Project 2007. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64810**
XONCT-0208-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65029**
XONCT-0208-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65187**
XONCT-0208-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65350**
XONCT-0208-SDG02 Inst. Internet Classes

PROJECT 2003, INTRODUCTION TO

Experienced project manager reveals how to use the world's most popular tool for planning, implementing, and controlling projects. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64811**
XONCT-0210-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65030**
XONCT-0210-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65188**
XONCT-0210-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65351**
XONCT-0210-SDG02 Inst. Internet Classes

NETWORKING, INTRODUCTION TO

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64812**
XONCT-0235-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65031**
XONCT-0235-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65189**
XONCT-0235-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65352**
XONCT-0235-SDG02 Inst. Internet Classes

NETWORKING, INTERMEDIATE

Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64813**
XONCT-0236-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65032**
XONCT-0236-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65190**
XONCT-0236-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65353**
XONCT-0236-SDG02 Inst. Internet Classes

WIRELESS NETWORKING

Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64814**
XONCT-0240-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65033**
XONCT-0240-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65191**
XONCT-0240-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65354**
XONCT-0240-SDG02 Inst. Internet Classes

NETWORK+ CERTIFICATION PREP

Prepare to take and pass the Network+ Exam and begin a career as a network tech. Cost: \$109

- 6 Wks Wed.,Fri. Begins May 20 64815**
XONCT-0245-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65034**
XONCT-0245-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65192**
XONCT-0245-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65355**
XONCT-0245-SDG02 Inst. Internet Classes

INTERNET, INTRODUCTION TO

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64816**
XONCT-0250-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65035**
XONCT-0250-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65193**
XONCT-0250-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65356**
XONCT-0250-SDG02 Inst. Internet Classes

LEARN TO BUY & SELL ON EBAY

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64817**
XONCT-0265-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65036**
XONCT-0265-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65194**
XONCT-0265-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65357**
XONCT-0265-SDG02 Inst. Internet Classes

OUTLOOK 2003, INTRODUCTION TO

Harness the communication and information management power of Microsoft Office Outlook 2003. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64818**
XONCT-0271-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65037**
XONCT-0271-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65195**
XONCT-0271-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65358**
XONCT-0271-SDG02 Inst. Internet Classes

OUTLOOK 2007, INTRODUCTION TO

Become a productive and confident Microsoft Outlook 2007 user. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64819**
XONCT-0276-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65038**
XONCT-0276-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65196**
XONCT-0276-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65359**
XONCT-0276-SDG02 Inst. Internet Classes

CREATING WEB PAGES

Learn the basics of HTML so you can design, create, and post your very own site on the Web. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64820**
XONCT-0280-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65039**
XONCT-0280-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65197**
XONCT-0280-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65360**
XONCT-0280-SDG02 Inst. Internet Classes

CREATING WEB PAGES II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64821**
XONCT-0281-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65040**
XONCT-0281-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65198**
XONCT-0281-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65361**
XONCT-0281-SDG02 Inst. Internet Classes

PHP AND MYSQL, INTRODUCTION TO

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64822**
XONCT-0282-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65041**
XONCT-0282-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65199**
XONCT-0282-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65362**
XONCT-0282-SDG02 Inst. Internet Classes

PHP AND MYSQL, INTERMEDIATE

Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64823
XONCT-0283-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65042
XONCT-0283-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65200
XONCT-0283-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65363
XONCT-0283-SDG02 Inst. Internet Classes

DESIGNING EFFECTIVE WEBSITES

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64824
XONCT-0285-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65043
XONCT-0285-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65201
XONCT-0285-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65364
XONCT-0285-SDG02 Inst. Internet Classes

FLASH 8, INTRODUCTION TO

Learn how to create exciting interactive animations from a working Flash designer and author. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64825
XONCT-0287-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65044
XONCT-0287-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65202
XONCT-0287-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65365
XONCT-0287-SDG02 Inst. Internet Classes

FLASH MX 2004, I NTRODUCTION TO

Learn to quickly create dynamic, entertaining, and interactive Web sites with Flash MX 2004. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64826
XONCT-0291-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65045
XONCT-0291-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65203
XONCT-0291-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65366
XONCT-0291-SDG02 Inst. Internet Classes

CSS AND XHTML, INTRODUCTION TO

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64827
XONCT-0322-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65046
XONCT-0322-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65204
XONCT-0322-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65367
XONCT-0322-SDG02 Inst. Internet Classes

CSS AND XHTML, INTERMEDIATE

Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64828
XONCT-0323-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65047
XONCT-0323-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65205
XONCT-0323-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65368
XONCT-0323-SDG02 Inst. Internet Classes

DREAMWEAVER 8, INTRODUCTION TO

Silicon Valley veteran shows you how to harness the power of the industry standard tool for Web designers. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64829
XONCT-0327-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65048
XONCT-0327-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65206
XONCT-0327-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65369
XONCT-0327-SDG02 Inst. Internet Classes

DREAMWEAVER CS3, INTRODUCTION TO

Learn Adobe Dreamweaver from a Web design pro, and get the training you need to develop first-class Web sites! Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64830
XONCT-0328-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65049
XONCT-0328-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65207
XONCT-0328-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65370
XONCT-0328-SDG02 Inst. Internet Classes

DREAMWEAVER CS3, INTERMEDIATE

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64831**
XONCT-0329-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65050**
XONCT-0329-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65208**
XONCT-0329-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65371**
XONCT-0329-SDG02 Inst. Internet Classes

FRONTPAGE 2003, INTRODUCTION TO

Find out how FrontPage makes it easy to create and upload professional Web sites without programming. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64832**
XONCT-0332-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65051**
XONCT-0332-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65209**
XONCT-0332-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65372**
XONCT-0332-SDG02 Inst. Internet Classes

ACHIEVING TOP SEARCH ENGINE POSITIONS

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64833**
XONCT-0340-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65052**
XONCT-0340-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65210**
XONCT-0340-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65373**
XONCT-0340-SDG02 Inst. Internet Classes

JAVA PROGRAMMING, INTRODUCTION TO

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64834**
XONCT-0345-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65053**
XONCT-0345-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65211**
XONCT-0345-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65374**
XONCT-0345-SDG02 Inst. Internet Classes

JAVA PROGRAMMING, INTERMEDIATE

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64835**
XONCT-0346-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65054**
XONCT-0346-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65212**
XONCT-0346-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65375**
XONCT-0346-SDG02 Inst. Internet Classes

BASIC A+ CERTIFICATION

Prepare for the A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3). Cost: \$109

- 6 Wks Wed.,Fri. Begins May 20 64836**
XONCT-0375-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65055**
XONCT-0375-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65213**
XONCT-0375-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65376**
XONCT-0375-SDG02 Inst. Internet Classes

For the A+ Certification classes listed below, the following is recommended, but not required.

It's recommended that you have a PC that you can take apart and put back together again. This can be anything from an ancient Intel 286 to a newer 486 or beyond. Because of the dangers of electro-static discharge, we do not require you to tear apart your primary computer. This is, however, a class that trains you to be a hardware technician - having a machine to play with greatly helps your learning.

INTERMEDIATE A+ CERTIFICATION

Prepare for the A+ exam and begin a rewarding career in the fast-growing PC repair field (course 2 of 3). Cost: \$109

- 6 Wks Wed.,Fri. Begins May 20 64837**
XONCT-0376-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65056**
XONCT-0376-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65214**
XONCT-0376-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65377**
XONCT-0376-SDG02 Inst. Internet Classes

ADVANCED A+ CERTIFICATION

Prepare for the A+ exam and begin a rewarding career in the fast-growing PC repair field (course 3 of 3). Cost: \$109

- 6 Wks Wed.,Fri. Begins May 20 64838**
XONCT-0377-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 65057**
XONCT-0377-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65215**
XONCT-0377-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65378**
XONCT-0377-SDG02 Inst. Internet Classes

BUSINESS

ACCOUNTING FUNDAMENTALS

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64708**
XONBU-0005-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64927**
XONBU-0005-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65085**
XONBU-0005-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65249**
XONBU-0005-SDG02 Inst. Internet Classes

ACCOUNTING FUNDAMENTALS II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64709**
XONBU-0006-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64928**
XONBU-0006-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65086**
XONBU-0006-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65250**
XONBU-0006-SDG02 Inst. Internet Classes

PEACHTREE ACCOUNTING 2009, INTRO TO

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64710**
XONBU-0008-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64929**
XONBU-0008-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65087**
XONBU-0008-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65251**
XONBU-0008-SDG02 Inst. Internet Classes

MS OFFICE ACCOUNTING PROFESSIONAL 2008

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64711**
XONBU-0009-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64930**
XONBU-0009-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65088**
XONBU-0009-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65252**
XONBU-0009-SDG02 Inst. Internet Classes

PERSONAL FINANCE

Protect your assets and discover how best to achieve all your financial goals. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64712**
XONBU-0010-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64931**
XONBU-0010-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65089**
XONBU-0010-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65253**
XONBU-0010-SDG02 Inst. Internet Classes

STOCKS, BONDS & INVESTING: OH MY!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64713**
XONBU-0012-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64932**
XONBU-0012-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65090**
XONBU-0012-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65254**
XONBU-0012-SDG02 Inst. Internet Classes

DEBT ELIMINATION TECHNIQUES

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64714**
XONBU-0015-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64933**
XONBU-0015-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65091**
XONBU-0015-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65255**
XONBU-0015-SDG02 Inst. Internet Classes

SUPERVISION & MANAGEMENT 1

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64715**
XONBU-0017-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64934**
XONBU-0017-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65092**
XONBU-0017-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65256**
XONBU-0017-SDG02 Inst. Internet Classes

SUPERVISION & MANAGEMENT 2

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64716**
XONBU-0018-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64935**
XONBU-0018-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65093**
XONBU-0018-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65257**
XONBU-0018-SDG02 Inst. Internet Classes

MASTERY OF BUSINESS FUNDAMENTALS

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64717**
XONBU-0020-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64936**
XONBU-0020-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65094**
XONBU-0020-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65258**
XONBU-0020-SDG02 Inst. Internet Classes

MASTERY OF BUSINESS APPLICATIONS

Learn what all MBAs know—without going to the trouble of getting an MBA! Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64718**
XONBU-0021-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64937**
XONBU-0021-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65095**
XONBU-0021-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65259**
XONBU-0021-SDG02 Inst. Internet Classes

LEADERSHIP

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64719
XONBU-0024-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64938
XONBU-0024-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65096
XONBU-0024-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65260
XONBU-0024-SDG02 Inst. Internet Classes

MARKETING YOUR BUSINESS ON THE INTERNET

E-commerce expert helps you develop an Internet marketing plan for your business. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64720
XONBU-0027-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64939
XONBU-0027-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65097
XONBU-0027-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65261
XONBU-0027-SDG02 Inst. Internet Classes

PROJECT MANAGEMENT FUNDAMENTALS

Gain the skills you'll need to succeed in the fast growing field of project management. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64721
XONBU-0030-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64940
XONBU-0030-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65098
XONBU-0030-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65262
XONBU-0030-SDG02 Inst. Internet Classes

PROJECT MANAGEMENT APPLICATIONS

Experienced project manager teaches you tricks of the project management trade. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64722
XONBU-0031-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64941
XONBU-0031-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65099
XONBU-0031-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65263
XONBU-0031-SDG02 Inst. Internet Classes

HIGH SPEED PROJECT MANAGEMENT

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64723
XONBU-0035-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64942
XONBU-0035-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65100
XONBU-0035-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65264
XONBU-0035-SDG02 Inst. Internet Classes

MANUFACTURING FUNDAMENTALS

Learn the basic skills required to work in the manufacturing field. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64724
XONBU-0040-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64943
XONBU-0040-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65101
XONBU-0040-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65265
XONBU-0040-SDG02 Inst. Internet Classes

MANUFACTURING APPLICATIONS

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64725
XONBU-0041-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64944
XONBU-0041-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65102
XONBU-0041-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65266
XONBU-0041-SDG02 Inst. Internet Classes

PURCHASING FUNDAMENTALS

Improve your company's bottom line by mastering the fundamentals of purchasing. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64726
XONBU-0045-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64945
XONBU-0045-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65103
XONBU-0045-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65267
XONBU-0045-SDG02 Inst. Internet Classes

PURCHASING APPLICATIONS

Become a more effective member of your company by learning to apply advanced purchasing concepts. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64727**
XONBU-0046-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64946**
XONBU-0046-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65104**
XONBU-0046-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65268**
XONBU-0046-SDG02 Inst. Internet Classes

GRAMMAR REFRESHER

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64728**
XONBU-0050-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64947**
XONBU-0050-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65105**
XONBU-0050-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65269**
XONBU-0050-SDG02 Inst. Internet Classes

TECHNICAL WRITING, FUNDAMENTALS

Learn the skills you need to succeed in the well-paying field of technical writing. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64729**
XONBU-0055-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64948**
XONBU-0055-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65106**
XONBU-0055-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65270**
XONBU-0055-SDG02 Inst. Internet Classes

NONPROFIT MANAGEMENT, INTRODUCTION TO

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64730**
XONBU-0065-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64949**
XONBU-0065-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65107**
XONBU-0065-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65271**
XONBU-0065-SDG02 Inst. Internet Classes

A TO Z GRANT WRITING

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64731**
XONBU-0070-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64950**
XONBU-0070-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65108**
XONBU-0070-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65272**
XONBU-0070-SDG02 Inst. Internet Classes

GET GRANTS!

Learn how to develop successful, fundable grants from experts in the field. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64732**
XONBU-0075-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64951**
XONBU-0075-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65109**
XONBU-0075-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65273**
XONBU-0075-SDG02 Inst. Internet Classes

WRITING EFFECTIVE GRANT PROPOSALS

Learn to prepare grant proposals that get solid results for your favorite organization or charity. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64733**
XONBU-0080-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64952**
XONBU-0080-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65110**
XONBU-0080-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65274**
XONBU-0080-SDG02 Inst. Internet Classes

ADVANCED GRANT PROPOSAL WRITING

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64734**
XONBU-0085-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64953**
XONBU-0085-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65111**
XONBU-0085-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65275**
XONBU-0085-SDG02 Inst. Internet Classes

EFFECTIVE SELLING

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64735**
XONBU-0090-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64954**
XONBU-0090-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65112**
XONBU-0090-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65276**
XONBU-0090-SDG02 Inst. Internet Classes

UNDERSTANDING THE HR FUNCTION

Learn to handle basic human resource functions to ensure the best possible results. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64736**
XONBU-0095-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64955**
XONBU-0095-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65113**
XONBU-0095-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65277**
XONBU-0095-SDG02 Inst. Internet Classes

WORKER'S COMPENSATION

Gain essential skills and a solid understanding of one of the fastest-growing areas in law. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64737**
XONBU-0097-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64956**
XONBU-0097-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65114**
XONBU-0097-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65278**
XONBU-0097-SDG02 Inst. Internet Classes

JOB SEARCH - 12 SUCCESSFUL STEPS

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64738**
XONBU-0105-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64957**
XONBU-0105-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65115**
XONBU-0105-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65279**
XONBU-0105-SDG02 Inst. Internet Classes

RESUME WRITING WORKSHOP

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64739**
XONBU-0110-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64958**
XONBU-0110-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65116**
XONBU-0110-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65280**
XONBU-0110-SDG02 Inst. Internet Classes

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64740**
XONBU-0115-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64959**
XONBU-0115-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65117**
XONBU-0115-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65281**
XONBU-0115-SDG02 Inst. Internet Classes

SPEED SPANISH

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64741**
XONBU-0150-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64960**
XONBU-0150-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65118**
XONBU-0150-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65282**
XONBU-0150-SDG02 Inst. Internet Classes

SPEED SPANISH II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. Cost: \$90

- 6 Wks Wed.,Fri. Begins May 20 64742**
XONBU-0151-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 17 64961**
XONBU-0151-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 15 65119**
XONBU-0151-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 19 65283**
XONBU-0151-SDG02 Inst. Internet Classes

CONVERSATIONAL FRENCH, BEGINNING

Discover how easy it can be to learn common words and phrases for both leisure and business. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64743
XONBU-0155-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64962
XONBU-0155-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65120
XONBU-0155-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65284
XONBU-0155-SDG02 Inst. Internet Classes

MEDICAL TERMINOLOGY: WORD ASSOCIATION

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64744
XONBU-0200-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64963
XONBU-0200-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65121
XONBU-0200-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65285
XONBU-0200-SDG02 Inst. Internet Classes

BECOME A VETERINARY ASSISTANT

Practicing veterinarian prepares you to work in a veterinary office or hospital. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64745
XONBU-0220-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64964
XONBU-0220-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65122
XONBU-0220-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65286
XONBU-0220-SDG02 Inst. Internet Classes

BECOME A VETERINARY ASSISTANT II

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64746
XONBU-0221-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 64965
XONBU-0221-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65123
XONBU-0221-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65287
XONBU-0221-SDG02 Inst. Internet Classes
Paralegal

PARALEGAL PREPARATION PROGRAM 1

Prepare for a career as a paralegal by learning legal terminology, processes, ethics, and the basics of tort and contract law (course 1 of 6). Cost: \$169

6 Wks Wed.,Fri. Begins May 20 64839
XONPL-1001-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65058
XONPL-1001-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65216
XONPL-1001-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65379
XONPL-1001-SDG02 Inst. Internet Classes

PARALEGAL PREPARATION PROGRAM 2

Prepare for a career as a paralegal by learning how to prepare and analyze legal documents (course 2 of 6). Cost: \$169

6 Wks Wed.,Fri. Begins May 20 64840
XONPL-1002-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65059
XONPL-1002-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65217
XONPL-1002-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65380
XONPL-1002-SDG02 Inst. Internet Classes

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Or visit our web page: www.eicc.edu/ged/ **Call NOW!**

PARALEGAL PREPARATION PROGRAM 3

Prepare for a career as a paralegal by learning how to gather evidence and conduct interviews and investigations (course 3 of 6). Cost: \$169

6 Wks Wed.,Fri. Begins May 20 64841
XONPL-1003-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65060
XONPL-1003-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65218
XONPL-1003-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65381
XONPL-1003-SDG02 Inst. Internet Classes

PARALEGAL PREPARATION PROGRAM 4

Prepare for a career as a paralegal by learning about legal authority and how to conduct research (course 4 of 6). Cost: \$169

6 Wks Wed.,Fri. Begins May 20 64842
XONPL-1004-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65061
XONPL-1004-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65219
XONPL-1004-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65382
XONPL-1004-SDG02 Inst. Internet Classes

PARALEGAL PREPARATION PROGRAM 5

Prepare for a career as a paralegal by learning about legal writing, appellate procedures, and the use of computers in a law office (course 5 of 6). Cost: \$169

6 Wks Wed.,Fri. Begins May 20 64843
XONPL-1005-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65062
XONPL-1005-SDG10 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65220
XONPL-1005-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 66152
XONPL-1005-SDG02 Inst. Internet Classes

PARALEGAL PREPARATION PROGRAM 6

Prepare for a career as a paralegal by learning about advocacy, how to administer a law office, and job hunting techniques (course 6 of 6). Cost: \$169

6 Wks Wed.,Fri. Begins May 20 64844
XONPL-1006-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65063
XONPL-1006-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65221
XONPL-1006-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65383
XONPL-1006-SDG02 Inst. Internet Classes

TEST PREP

GED PREPARATION

Want to pass the GED? If you are comfortable reading newspapers and you can add, subtract, multiply, and divide without a calculator, you're halfway there! This course will help you develop the additional reading and thinking skills you'll need to succeed in all five GED test areas: Writing Skills, Social Studies, Science, Literature, and Math. After completion of this course, you should be well equipped to take—and pass—the GED! Please note: This course is for test preparation only. The GED tests are administered at the Career Assistance Center; official practice tests must be passed in order to register for testing. Call 563-326-5319 for more information. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64845
XONTP-0001-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65064
XONTP-0001-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65222
XONTP-0001-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65384
XONTP-0001-SDG02 Inst. Internet Classes

PREPARE FOR THE GED MATH TEST

Master the skills you'll need to successfully pass Test 5 in the GED test series. Please note: This course is for test preparation only. The GED tests are administered at the Career Assistance Center; official practice tests must be passed in order to register for testing. Call 563-326-5319 for more information. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64846
XONTP-0005-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65065
XONTP-0005-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65223
XONTP-0005-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65385
XONTP-0005-SDG02 Inst. Internet Classes

PREPARE FOR GED LANG ARTS, WRITING TEST

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. Please note: This course is for test preparation only. The GED tests are administered at the Career Assistance Center; official practice tests must be passed in order to register for testing. Call 563-326-5319 for more information. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64847
XONTP-0010-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65066
XONTP-0010-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65224
XONTP-0010-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65386
XONTP-0010-SDG02 Inst. Internet Classes

ACT/SAT PREPARATION - PART 1

Master the reading, writing, English, and science questions on the ACT and new SAT. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64848
XONTP-0050-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65067
XONTP-0050-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65225
XONTP-0050-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65387
XONTP-0050-SDG02 Inst. Internet Classes

ACT/SAT PREPARATION - PART 2

Master the math questions on the ACT and new SAT. Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64849
XONTP-0051-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65068
XONTP-0051-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65226
XONTP-0051-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65388
XONTP-0051-SDG02 Inst. Internet Classes

GRE PREPARATION - PART 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2). Required text: Practicing to take the GRE General Test, (10th edition). Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64850
XONTP-1001-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65069
XONTP-1001-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65227
XONTP-1001-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65389
XONTP-1001-SDG02 Inst. Internet Classes

GRE PREPARATION - PART 2

Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2). Required text: Practicing to Take the GRE General Test, (10th edition). Cost: \$90

6 Wks Wed.,Fri. Begins May 20 64851
XONTP-1002-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 17 65070
XONTP-1002-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 15 65228
XONTP-1002-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 19 65390
XONTP-1002-SDG02 Inst. Internet Classes
Online Career Certificate

ONLINE CERTIFICATE PROGRAMS

Eastern Iowa Community College District is pleased to offer several comprehensive, affordable, and self-contained online programs that will prepare you for employment.

You can learn everything you need to know to start your new career (or advance your existing one), right in the comfort of your own home. The support of a knowledgeable and caring instructor is just a click or call away.

Cutting edge technology delivering rich multimedia lectures supported by audio, video, animation, and interactive charts and graphs provide a broad and powerful learning experience.

You will have ample study time, allowing you to study when and where it's convenient, and to advance from course – to – course at your own pace. Built-in message boards make it easy to form relationships and share knowledge with other students.

EBUSINESS CERTIFICATE

Prerequisites: Students should be familiar with emailing, web browsing, and basic computer operations. This course provides an introduction to eBusiness - business that takes place online. Online business is increasingly important in our networked world of global transactions and global competition. The Internet is changing the way companies do business. This course will provide an introduction to the basics of electronic business and includes project planning, as well as marketing, customer service and business plan development. The course focuses on how eBusiness is carried out, including marketing, web design, and electronic retailing, as well as the advantages and disadvantages of this form of commerce, the infrastructures in place to support this type of electronic business, and the global economy within which it takes place. Upon registering, you are given an initial six months to complete the program. (200 contact hours) You may start this course anytime. For additional information, please go to www.gatlineducation.com/eicc if you have any questions or would like to register, please contact Deb Goodall at 563-336-3405. Cost: \$1,995

Begins Anytime 63615

XONCC-0010-SDG01 Inst. Internet Classes

WEBMASTER

Prerequisites: Students should be familiar and comfortable using the Internet. Students will need an Internet connection and emailing capabilities. Webmaster is a dynamic Internet based career. Every company, institution, and organization feels a compelling need to be online. At the very least, they want to develop a presence on the Internet. Webmasters design, develop, and maintain these highly visible web sites. This Webmaster course starts with the beginning of web page development and introduces new concepts through involving the student in active web page implementation. This course is intended for students who are interested in entering the Webmaster profession or for students who want to learn to design and develop web pages using HTML and DHTML. Upon registering, you are given an initial six months to complete the program. (150 contact hours) You may start this course anytime. For additional information, please go to www.gatlineducation.com/eicc if you have any questions or would like to register, please contact Deb Goodall at 563-336-3405. Cost: \$1,795

Begins Anytime 63619

XONCC-0015-SDG01 Inst. Internet Classes

BOOKKEEPING THE EASY WAY WITH QUICKBOOKS

Bookkeeping the Easy Way with QuickBooks introduces the concepts of bookkeeping/accounting using the theory of double-entry bookkeeping. This cumulative online experience progresses lesson by lesson with assistance from expert instructors to prepare students for entry-level positions in this in-demand occupation. Understanding basic bookkeeping procedures is vital to developing and controlling activities in business. This program is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. The QuickBooks training portion is designed specifically to allow the student to get the most out of your QuickBooks software. Keep track of your payables and receivables. Plan budgets and improve accounting today. (140 contact hours) You may start this course anytime. For additional information, please go to www.gatlineducation.com/eicc if you have any questions or would like to register, please contact Deb Goodall at 563-336-3405. Cost: \$1,695

Begins Anytime 63599

XONCC-0051-SDG01 Inst. Internet Classes

HOME INSPECTION CERTIFICATE

Homes are being refurbished and placed on the market with great regularity. And every day, buyers turn to qualified home inspectors to evaluate the condition of the home they are about to purchase. This nationally recognized Home Inspection training course covers the principal components of home inspection procedures and processes. You'll learn how to create a home inspection report that will detail the home's condition including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, as well as the framing and foundation. Upon registering, you are given twelve months to complete the program. (200 contact hours) You may start this course anytime. For additional information, please go to www.gatlineducation.com/eicc if you have any questions or would like to register, please contact Deb Goodall at 563-336-3405. Cost: \$2,095

Begins Anytime 56799

XONCC-0100-SDG07 Inst. Internet Classes

EMERGENCY MANAGEMENT TRAINING

This nationally recognized Emergency Management Training online program provides the necessary skills and understanding of the issues and underlying concepts surrounding emergency management. There is a growing need for qualified emergency managers in both the public and the private sector. The Emergency Management Training program reflects the practitioner and applied knowledge base, particularly lessons learned at local and state government levels. To learn more about this program, please go to www.gatlineducation.com/eicc if you would like to register, please contact Peg Walker at 563-441-4373. You may start this program anytime! Cost: \$1,995

Begins May 1 63792

XONBU-0270-SPW01 Inst. Internet Classes

Begins July 1 65685

XONBU-0270-SPW02 Inst. Internet Classes

NON-PROFIT MANAGEMENT

This nationally recognized Non-Profit Management training course and online certificate program is for those who work with or desire to work in a non-profit organization or business environment. The Non-Profit Management Training Program is particularly well suited for anyone in the non-profit

field who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a basic and introductory perspective on some of the unique issues facing management of a non-profit organization. This certificate program consists of 10 modules geared to provide the basic and essential information in a timely manner designed to fit your busy work and family schedules. You will examine the fundamental and introductory principles of non-profit management as well as the roles and responsibilities of a nonprofit board of directors and the management team, examine the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process. To learn more about this program, please go to www.gatlineducation.com/eicc to register, please contact Peg Walker at 563-441-4373. You may start this program anytime! Cost: \$2,095

Begins May 1 63791

XONBU-0275-SPW01 Inst. Internet Classes

Begins July 1 65686

XONBU-0275-SPW02 Inst. Internet Classes

HEALTH**MEDICAL TRANSCRIPTION**

Don't let the high cost of fuel get you down. Learn from home! On-line Medical Transcription! According to the current Occupational Outlook Handbook, Medical Transcription is one of the ten fastest growing occupations in the US. Healthcare providers rely on the legal documents that are created by the medical transcriptionist. This online program will provide students with a working knowledge of medical terminology as well as proficiency in the transcription of medical reports. Digital transcription equipment and all textbooks are included, as well as instructor contact information. Career development is also included. You may start this course anytime. For additional information, please go to www.gatlineducation.com/eicc If you have any questions or would like to register, please contact Peg Walker at 563-441-4373 Cost: \$1,595

Begins May 1 56210

XONHE-1000-SPW12 Inst. Internet Classes

Begins July 1 65672

XONHE-1000-SPW13 Inst. Internet Classes

PHARMACY TECHNICIAN

Learn from home! The Pharmacy Technician Certificate Program is on-line! This nationally recognized program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting. The objective of the PT course is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare for national certification. This on-line program pairs students with an instructor for one-on-one assistance and includes a forty-hour externship. All materials are included. This course may be started any time! Please go to www.gatlineducation.com/eicc for additional information. If you have any questions or would like to register, please contact Peg Walker at 563-441-4373.*The cost of this program will be going up to \$1,995 beginning June 1, So register early! Cost: \$1,795

Begins May 1 56211

XONHE-1005-SPW12 Inst. Internet Classes

Begins July 1 65673

XONHE-1005-SPW14 Inst. Internet Classes

ADVANCED HOSPITAL CODING CCS PREP.

It's finally here!!! On-line Advanced Hospital Coding and CCS Prep! The Advanced Hospital Coding Course prepares students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist. This program covers advanced ICD-9 coding procedures and is designed to help students meet the challenge of today's changing standards while learning and improving their coding skills. Facility coding is one of the best-paying sectors of the coding profession. This course is designed for coders who wish to further develop their facility coding skills. This course will utilize your existing knowledge of medical terminology and healthcare sciences. Your coding skills will be heightened and focused preparing you for employment testing, job performance, and successful completion of the CCS exam. You will be provided with the textbooks needed for this exam, as well as an assigned instructor for assistance. You are expected to have your own current year CPT, HCPCS, and ICD-9-CM (Volumes I, II, and III) coding books. You may start this on-line class anytime! Questions, Contact Peg Walker at 563-441-4373. Cost: \$1,695

Begins May 1 63514

XONHE-1015-SPW03 Inst. Internet Classes

Begins July 1 65680

XONHE-1015-SPW04 Inst. Internet Classes

ADM. MED. SPEC. W/ BILLING & CODING

Is the high cost of fuel getting you down? Learn from home. The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the CCA national certification exam. You may start this course anytime. Visit www.gatlineducation.com/eicc for additional information. Please contact Peg Walker if you have questions or if you would like to register. 563-441-4373. Cost: \$1,995

Begins May 1 56212

XONHE-1025-SPW10 Inst. Internet Classes

Begins July 1 65675

XONHE-1025-SPW11 Inst. Internet Classes

MEDICAL BILLING AND CODING

Learn at home! Don't let the high cost of fuel keep you from getting training. This nationally-recognized Medical Billing and Coding certificate program is designed to prepare students to fill positions for medical coding and billing professionals. Skilled medical billing and coding technicians are in high demand these days! In recent years, there has been a rapid increase in medical tests, treatments, and procedures that will be increasingly scrutinized by health insurance companies, regulators, courts and consumers. Health care facilities are having difficulty attracting qualified workers. Answer the call! You may start this class anytime! Please go to www.gatlineducation.com/eicc for additional information. If you have further questions or would like to register, please call Peg Walker at 563-441-4373. Cost: \$1,595

Begins May 1 56214

XONHE-1030-SPW03 Inst. Internet Classes

Begins July 1 65676

XONHE-1030-SPW04 Inst. Internet Classes

ICD-10 BILLING AND CODING

This course covers the recently upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement, and statistical data gathering. This program will teach students how to prepare for and implement the massive changes to the existing coding system. This online certificate program presents a comprehensive overview of the changes in store for both diagnostic and procedural medical coding along with detailed information on the impacts of the medical coding changes to coders, healthcare staff, physicians, software systems, documentation, and information technology. **YOU MAY START THIS CLASS ANYTIME!** For more information, please go to www.gatlineducation.com/eicc and click on healthcare programs. To register please call Peg Walker at 563-441-4373. Cost: \$1,595

Begins May 1 56213

XONHE-1035-SPW03 Inst. Internet Classes

Begins July 1 65678

XONHE-1035-SPW04 Inst. Internet Classes

WOMEN'S EXERCISE TRAINING & WELLNESS

This nationally recognized Women's Exercise Training and Wellness on-line program is designed to ensure the development of safe and effective exercise programs for women by professional trainers, allied health/medical and fitness professionals, and the general public. The program prepares graduating students for a career working with women of all ages at medically-based fitness facilities, YMCA/JCC's., community wellness programs, personal training studios, physical therapy clinics, health promotion sites, corporate sites, and private and commercial health clubs. The online Women's Exercise Training and Wellness certificate program is offered in partnership with major accredited colleges and universities. For more information, please go to www.gatlineducation.com/eicc and click on Healthcare and Fitness. To register please call Peg Walker at 563-441-4373. Cost: \$2,395

Begins May 1 63784

XONHE-1045-SPW01 Inst. Internet Classes

Begins July 1 65684

XONHE-1045-SPW02 Inst. Internet Classes

ADV. PERSONAL FITNESS TRAINER

This nationally recognized Personal Fitness Trainer online course and certificate program is an interactive, comprehensive Web-based Professional Certificate in Personal Fitness Training (PFT). This program is collaboration between industry experts, internship affiliates, national organizations, Educational Fitness Solutions Inc., and their board of advisors. This program is designed for students interested in furthering their personal training education by incorporating specialized resistance training, functional movements, and nutritional programs for their clients in partnership with Registered Dietitians. This course includes the basic Personal Fitness Training program (also offered separately), along with additional material on nutritional management, resistance biomechanics, and functional flexibility. This class may be started anytime. For additional information, please go to www.gatlineducation.com/eicc. If you would like to register, please contact Peg Walker at 563-441-4373. Cost: \$2,795

Begins May 1 63793

XONHE-1050-SPW01 Inst. Internet Classes

Begins July 1 65683

XONHE-1050-SPW02 Inst. Internet Classes

NATIONAL PHARMACEUTICAL REPRESENTATIVE

This nationally recognized Pharmaceutical Sales Representative online training course (CNPR) and program was developed in response to a rising need for entry-level certified pharmaceutical sales representatives. The program is designed for individuals who want to gain entry into the pharmaceutical industry but who lack the required pharmacology and medical education. To learn more about this program, please go to www.gatlineducation.com/eicc if you would like to register, please contact Peg Walker at 563-441-4373. You may start this class anytime! Cost: \$1,595

Begins May 1 63790

XONHE-1055-SPW01 Inst. Internet Classes

Begins July 1 65677

XONHE-1055-SPW02 Inst. Internet Classes