

FACEBOOK, MYSPACE - MAKE THEM YOUR SPACE

Feeling a bit left behind or left out when people talk about all of these internet social networking sites? This beginning class for adults will show you how to get around on Facebook, and introduce you to MySpace, Twitter, LinkedIn and others you've probably never heard of. Bring lots of questions and roll up your sleeves for this interactive session. Cost: \$25

Tue. Jun 22 6:00 - 9:00PM 79763

XCTIN-1030-SDG04 Urban Center Inst. Campbell



ONLINE CLASSES

Eastern Iowa Community College District is pleased to offer you a variety of informative, fun, convenient and highly interactive online classes. 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, and evaluations from former students, course requirements, instructor credentials, and a demo course.

All courses require Internet access, e-mail, the Netscape Navigator, or the 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: \$95

6 Wks Wed.,Fri. Begins May 19 78292

XONCT-0005-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78466

XONCT-0005-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78740

XONCT-0005-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79118

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: \$95

6 Wks Wed.,Fri. Begins May 19 78293

XONCT-0010-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78467

XONCT-0010-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78741

XONCT-0010-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79119

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: \$95

6 Wks Wed.,Fri. Begins May 19 78294

XONCT-0017-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78468

XONCT-0017-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78742

XONCT-0017-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79120

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: \$95

6 Wks Wed.,Fri. Begins May 19 78295
XONCT-0020-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78469
XONCT-0020-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78743
XONCT-0020-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79121
XONCT-0020-SDG02 Inst. Internet Classes

PC TROUBLESHOOTING, INTRODUCTION TO

Learn to decipher and solve almost any problem with your PC. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78296
XONCT-0025-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78470
XONCT-0025-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78744
XONCT-0025-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79122
XONCT-0025-SDG02 Inst. Internet Classes

PC SECURITY

Security expert teaches the fundamentals of PC and network security. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78297
XONCT-0027-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78471
XONCT-0027-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78745
XONCT-0027-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79123
XONCT-0027-SDG02 Inst. Internet Classes

PC SECURITY, ADVANCED

Use ethical hacking techniques to locate and close security holes in your own network. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78298
XONCT-0028-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78472
XONCT-0028-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78746
XONCT-0028-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79124
XONCT-0028-SDG02 Inst. Internet Classes

MICROSOFT OFFICE 2007, WHAT'S NEW

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78299
XONCT-0029-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78473
XONCT-0029-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78747
XONCT-0029-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79125
XONCT-0029-SDG02 Inst. Internet Classes

WORD 2003, INTRODUCTION TO

Learn how to create and modify documents with the world's most popular word processor. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78300
XONCT-0035-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78474
XONCT-0035-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78748
XONCT-0035-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79126
XONCT-0035-SDG02 Inst. Internet Classes

WORD 2003, INTERMEDIATE

Take advantage of Word 2003's publishing capabilities to create eye-catching documents. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78301
XONCT-0036-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78475
XONCT-0036-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78749
XONCT-0036-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79127
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: \$95

6 Wks Wed.,Fri. Begins May 19 78302
XONCT-0037-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78476
XONCT-0037-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78750
XONCT-0037-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79128
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78303**
XONCT-0038-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78477**
XONCT-0038-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78751**
XONCT-0038-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79129**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78304**
XONCT-0039-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78478**
XONCT-0039-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78752**
XONCT-0039-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79130**
XONCT-0039-SDG02 Inst. Internet Classes

WORD 2007, INTERMEDIATE

Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78305**
XONCT-0040-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78479**
XONCT-0040-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78753**
XONCT-0040-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79131**
XONCT-0040-SDG02 Inst. Internet Classes

WORD 2007 IN THE CLASSROOM

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78306**
XONCT-0042-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78480**
XONCT-0042-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78754**
XONCT-0042-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79132**
XONCT-0042-SDG02 Inst. Internet Classes

EXCEL 2003, INTRODUCTION TO

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78307**
XONCT-0047-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78481**
XONCT-0047-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78755**
XONCT-0047-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79133**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78308**
XONCT-0048-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78482**
XONCT-0048-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78756**
XONCT-0048-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79134**
XONCT-0048-SDG02 Inst. Internet Classes

EXCEL 2003, ADVANCED

Increase your potential and maximize your value by becoming an expert Microsoft Excel user. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78309**
XONCT-0049-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78483**
XONCT-0049-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78757**
XONCT-0049-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79135**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78310**
XONCT-0050-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78484**
XONCT-0050-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78758**
XONCT-0050-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79136**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78311**
XONCT-0051-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78485**
XONCT-0051-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78759**
XONCT-0051-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79137**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78312**
XONCT-0052-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78486**
XONCT-0052-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78760**
XONCT-0052-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79138**
XONCT-0052-SDG02 Inst. Internet Classes

EXCEL 2007, ADVANCED

Discover the advanced features and functions of Microsoft Excel 2007 and find out everything this powerful program can do for you. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78313**
XONCT-0053-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78487**
XONCT-0053-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78761**
XONCT-0053-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79139**
XONCT-0053-SDG02 Inst. Internet Classes

EXCEL 2007 IN THE CLASSROOM

Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78314**
XONCT-0054-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78488**
XONCT-0054-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78762**
XONCT-0054-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79140**
XONCT-0054-SDG02 Inst. Internet Classes

DATABASE DEVELOPMENT, INTRODUCTION TO

An experienced professional guides you through a structured approach to database design and development. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78315**
XONCT-0055-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78489**
XONCT-0055-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78763**
XONCT-0055-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79141**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78316**
XONCT-0062-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78490**
XONCT-0062-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78764**
XONCT-0062-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79142**
XONCT-0062-SDG02 Inst. Internet Classes

ACCESS 2003, INTERMEDIATE

Learn to solve real-world business problems with Microsoft Access 2003. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78317**
XONCT-0063-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78491**
XONCT-0063-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78765**
XONCT-0063-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79143**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78318**
XONCT-0065-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78492**
XONCT-0065-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78766**
XONCT-0065-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79144**
XONCT-0065-SDG02 Inst. Internet Classes

ACCESS 2007, INTERMEDIATE

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78319**
XONCT-0066-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78493**
XONCT-0066-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78767**
XONCT-0066-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79145**
XONCT-0066-SDG02 Inst. Internet Classes

CRYSTAL REPORTS 10, INTRODUCTION TO

Make the reports you want to make by converting raw database or accounting information into impressive and meaningful reports. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78320**
XONCT-0070-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78494**
XONCT-0070-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78768**
XONCT-0070-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79146**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78321**
XONCT-0073-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78495**
XONCT-0073-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78769**
XONCT-0073-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79147**
XONCT-0073-SDG02 Inst. Internet Classes

C++ PROGRAMMING, INTRODUCTION TO

Learn to program in C++, even if you have no prior programming experience! Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78322**
XONCT-0075-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78496**
XONCT-0075-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78770**
XONCT-0075-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79148**
XONCT-0075-SDG02 Inst. Internet Classes

C# PROGRAMMING, INTRODUCTION TO

Learn the fundamentals of computer programming with the new C# programming language. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78323**
XONCT-0080-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78497**
XONCT-0080-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78771**
XONCT-0080-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79149**
XONCT-0080-SDG02 Inst. Internet Classes

C# PROGRAMMING, INTERMEDIATE

Learn to write Graphical User Interface programs in the C# Programming Language. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78324**
XONCT-0081-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78498**
XONCT-0081-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78772**
XONCT-0081-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79150**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78325**
XONCT-0083-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78499**
XONCT-0083-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78773**
XONCT-0083-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79151**
XONCT-0083-SDG02 Inst. Internet Classes

RUBY PROGRAMMING, INTRODUCTION TO

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78326**
XONCT-0084-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78500**
XONCT-0084-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78774**
XONCT-0084-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79152**
XONCT-0084-SDG02 Inst. Internet Classes

SQL, INTRODUCTION TO

Gain a solid working knowledge of the most powerful and widely used database programming language. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78327**
XONCT-0085-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78501**
XONCT-0085-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78775**
XONCT-0085-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79153**
XONCT-0085-SDG02 Inst. Internet Classes

ASP.NET, INTRODUCTION TO

Learn how to create powerful, interactive, community-based Web sites with ASP.NET. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78328**
XONCT-0087-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78502**
XONCT-0087-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78776**
XONCT-0087-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79154**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78329**
XONCT-0090-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78503**
XONCT-0090-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78777**
XONCT-0090-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79155**
XONCT-0090-SDG02 Inst. Internet Classes

ORACLE, INTERMEDIATE

Learn how to write powerful and flexible PL/SQL programs. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78330**
XONCT-0091-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78504**
XONCT-0091-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78778**
XONCT-0091-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79156**
XONCT-0091-SDG02 Inst. Internet Classes

VISUAL BASIC 2005, INTRODUCTION TO

Experienced programmer and teacher show you how to create Windows applications using Visual Basic 2005. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78332**
XONCT-0094-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78506**
XONCT-0094-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78780**
XONCT-0094-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79158**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78331**
XONCT-0093-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78505**
XONCT-0093-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78779**
XONCT-0093-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79157**
XONCT-0093-SDG02 Inst. Internet Classes

VISUAL BASIC 2008, INTRODUCTION TO

Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78333**
XONCT-0099-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78507**
XONCT-0099-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78781**
XONCT-0099-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79159**
XONCT-0099-SDG02 Inst. Internet Classes

VISUAL BASIC 2008, INTERMEDIATE

Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78334**
XONCT-0100-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78508**
XONCT-0100-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78782**
XONCT-0100-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79160**
XONCT-0100-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: \$95

6 Wks Wed.,Fri. Begins May 19 78335
XONCT-0105-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78509
XONCT-0105-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78783
XONCT-0105-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79161
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: \$95

6 Wks Wed.,Fri. Begins May 19 78336
XONCT-0118-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78510
XONCT-0118-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78784
XONCT-0118-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79162
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: \$95

6 Wks Wed.,Fri. Begins May 19 78337
XONCT-0120-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78511
XONCT-0120-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78785
XONCT-0120-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79163
XONCT-0120-SDG02 Inst. Internet Classes

POWERPOINT 2007 IN THE CLASSROOM

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78338
XONCT-0122-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78512
XONCT-0122-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78786
XONCT-0122-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79164
XONCT-0122-SDG02 Inst. Internet Classes

VISIO 2003, INTRODUCTION TO

Learn how to design professional-looking diagrams with Microsoft Visio 2003. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78339
XONCT-0127-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78513
XONCT-0127-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78787
XONCT-0127-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79165
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: \$95

6 Wks Wed.,Fri. Begins May 19 78340
XONCT-0128-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78514
XONCT-0128-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78788
XONCT-0128-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79166
XONCT-0128-SDG02 Inst. Internet Classes

PUBLISHER 2003, INTRODUCTION TO

Enhance your image by learning to create stunning brochures, newsletters, and other publications. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78342
XONCT-0134-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78516
XONCT-0134-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78790
XONCT-0134-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79168
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78341**
XONCT-0132-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78515**
XONCT-0132-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78789**
XONCT-0132-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79167**
XONCT-0132-SDG02 Inst. Internet Classes

**ILLUSTRATOR CS3,
INTRODUCTION TO**

In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78343**
XONCT-0135-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78517**
XONCT-0135-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78791**
XONCT-0135-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79169**
XONCT-0135-SDG02 Inst. Internet Classes

INDESIGN CS3, INTRODUCTION TO

In this Adobe InDesign CS3 class, you'll get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78344**
XONCT-0136-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78518**
XONCT-0136-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78792**
XONCT-0136-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79170**
XONCT-0136-SDG02 Inst. Internet Classes

PHOTOSHOP ELEMENTS 6.0

Learn the secrets of Adobe's Photoshop Elements 6.0 and successfully edit your images! Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78354**
XONCT-0166-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78528**
XONCT-0166-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78803**
XONCT-0166-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79181**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78355**
XONCT-0167-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78529**
XONCT-0167-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78804**
XONCT-0167-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79182**
XONCT-0167-SDG02 Inst. Internet Classes

PHOTOSHOP ELEMENTS 7.0

In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images! Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78356**
XONCT-0168-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78530**
XONCT-0168-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78805**
XONCT-0168-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79183**
XONCT-0168-SDG02 Inst. Internet Classes

**PHOTOSHOP ELEMENTS 7.0 -
LEVEL II**

If you already know the basics of Photoshop Elements 7, it's time to learn the advanced features! Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78357**
XONCT-0169-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78531**
XONCT-0169-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78806**
XONCT-0169-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79184**
XONCT-0169-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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78351**
XONCT-0158-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78525**
XONCT-0158-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78800**
XONCT-0158-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79178**
XONCT-0158-SDG02 Inst. Internet Classes

MAKING MOVIES WITH WINDOWS VISTA

Learn how to create fun, professional-quality movies using Windows Vista. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78358**
XONCT-0171-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78532**
XONCT-0171-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78807**
XONCT-0171-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79185**
XONCT-0171-SDG02 Inst. Internet Classes

CORELDRAW X3

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78352**
XONCT-0159-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78526**
XONCT-0159-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78801**
XONCT-0159-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79179**
XONCT-0159-SDG02 Inst. Internet Classes

PHOTOSHOP CS3, INTRODUCTION TO

Learn how to use Photoshop CS3 to fix and process photos and create original images. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78347**
XONCT-0141-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78521**
XONCT-0141-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78796**
XONCT-0141-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79174**
XONCT-0141-SDG02 Inst. Internet Classes

PHOTOSHOP CS3, CREATING WEB GRAPHICS

Learn how to use Photoshop to create graphics for the Web. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78348**
XONCT-0142-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78522**
XONCT-0142-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78797**
XONCT-0142-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79175**
XONCT-0142-SDG02 Inst. Internet Classes

PHOTOSHOP CS3, INTERMEDIATE

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78350**
XONCT-0144-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78524**
XONCT-0144-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78799**
XONCT-0144-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79177**
XONCT-0144-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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78349**
XONCT-0143-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78523**
XONCT-0143-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78798**
XONCT-0143-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79176**
XONCT-0143-SDG02 Inst. Internet Classes

PHOTOSHOP CS4, INTRODUCTION TO

Learn to use Adobe Photoshop CS4 to edit images, process photos, and create original graphics. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78345**
XONCT-0137-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78519**
XONCT-0137-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78793**
XONCT-0137-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79171**
XONCT-0137-SDG02 Inst. Internet Classes

PHOTOSHOP CS4, INTERMEDIATE

Learn advanced techniques for using Adobe Photoshop CS4 to edit your images and photos.
Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78346
XONCT-0138-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78520
XONCT-0138-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78794
XONCT-0138-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79172
XONCT-0138-SDG02 Inst. Internet Classes

DISCOVER DIGITAL PHOTOGRAPHY

An informative introduction to the fascinating world of digital photography equipment. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78353
XONCT-0165-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78527
XONCT-0165-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78802
XONCT-0165-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79180
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: \$95

6 Wks Wed.,Fri. Begins May 19 78359
XONCT-0175-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78533
XONCT-0175-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78808
XONCT-0175-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79186
XONCT-0175-SDG02 Inst. Internet Classes

PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA

Expert shows you how to take beautiful pictures of adults, children, and babies. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78360
XONCT-0180-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78534
XONCT-0180-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78809
XONCT-0180-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79187
XONCT-0180-SDG02 Inst. Internet Classes

ADOBE ACROBAT 9, INTRODUCTION TO

Create PDF documents and more with Adobe Acrobat 9 Pro, and learn to use many of the software's time- and cost-saving features.
Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78655
XONCT-0139-SDG06 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78657
XONCT-0139-SDG07 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78795
XONCT-0139-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79173
XONCT-0139-SDG02 Inst. Internet Classes

PHOTOSHOP ELEMENTS 8.0 - LEVEL I

Learn to use Adobe Photoshop Elements 8 to bring out the best in your digital photos and images!
Cost: \$95

6 Wks Wed.,Fri. Begins May 19 79887
XONCT-0181-SDG04 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 79888
XONCT-0181-SDG05 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 79889
XONCT-0181-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79890
XONCT-0181-SDG02 Inst. Internet Classes

PHOTOSHOP ELEMENTS 8.0 - LEVEL II

If you already know the basics of Photoshop Elements 8, it's time to learn the advanced features! Cost: \$95

6 Wks Wed.,Fri. Begins May 19 79894
XONCT-0182-SDG04 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 79895
XONCT-0182-SDG05 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 79896
XONCT-0182-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79897
XONCT-0182-SDG02 Inst. Internet Classes

QUICKBOOKS 2008, INTRODUCTION TO

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

Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78362
XONCT-0201-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78536
XONCT-0201-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78811
XONCT-0201-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79189
XONCT-0201-SDG02 Inst. Internet Classes

QUICKBOOKS 2009, INTRODUCTION TO

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

Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78363
XONCT-0203-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78537
XONCT-0203-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78812
XONCT-0203-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79190
XONCT-0203-SDG02 Inst. Internet Classes

QUICKBOOKS 2009, PERFORMING PAYROLL

Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78364
XONCT-0204-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78538
XONCT-0204-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78813
XONCT-0204-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79191
XONCT-0204-SDG02 Inst. Internet Classes

QUICKBOOKS 2009 FOR CONTRACTORS

Learn how to use the Premier Contractor Edition of QuickBooks 2009 effectively to meet the accounting needs of your contracting business. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78365
XONCT-0207-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78539
XONCT-0207-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78814
XONCT-0207-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79192
XONCT-0207-SDG02 Inst. Internet Classes

PROJECT 2007, INTRODUCTION TO

Learn how to effectively plan, implement, and control projects using Microsoft Project 2007.

Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78366
XONCT-0208-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78540
XONCT-0208-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78815
XONCT-0208-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79193
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: \$95

6 Wks Wed.,Fri. Begins May 19 78367
XONCT-0210-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78541
XONCT-0210-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78816
XONCT-0210-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79194
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: \$95

6 Wks Wed.,Fri. Begins May 19 78368
XONCT-0235-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78542
XONCT-0235-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78817
XONCT-0235-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79195
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: \$95

6 Wks Wed.,Fri. Begins May 19 78369
XONCT-0236-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78543
XONCT-0236-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78818
XONCT-0236-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79196
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: \$95

6 Wks Wed.,Fri. Begins May 19 78370
XONCT-0240-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78544
XONCT-0240-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78819
XONCT-0240-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79197
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: \$119

6 Wks Wed.,Fri. Begins May 19 78371
XONCT-0245-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78545
XONCT-0245-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78820
XONCT-0245-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79198
XONCT-0245-SDG02 Inst. Internet Classes

INTERNET, NAVIGATING THE

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78372
XONCT-0250-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78546
XONCT-0250-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78821
XONCT-0250-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79199
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: \$95

6 Wks Wed.,Fri. Begins May 19 78373
XONCT-0265-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78547
XONCT-0265-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78822
XONCT-0265-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79200
XONCT-0265-SDG02 Inst. Internet Classes

WEB 2.0: BLOGS, WIKIS, AND PODCASTS

In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78374
XONCT-0266-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78548
XONCT-0266-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78823
XONCT-0266-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79201
XONCT-0266-SDG02 Inst. Internet Classes

OUTLOOK 2003, INTRODUCTION TO

Harness the communication and information management power of Microsoft Office Outlook 2003. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78375
XONCT-0271-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78549
XONCT-0271-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78824
XONCT-0271-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79202
XONCT-0271-SDG02 Inst. Internet Classes

OUTLOOK 2007, INTRODUCTION TO

Become a productive and confident Microsoft Outlook 2007 user. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78376
XONCT-0276-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78550
XONCT-0276-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78825
XONCT-0276-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79203
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 19 78377
XONCT-0280-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78551
XONCT-0280-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78826
XONCT-0280-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79204
XONCT-0280-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: \$95

6 Wks Wed.,Fri. Begins May 19 78378
XONCT-0282-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78552
XONCT-0282-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78827
XONCT-0282-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79205
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: \$95

6 Wks Wed.,Fri. Begins May 19 78379
XONCT-0283-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78553
XONCT-0283-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78828
XONCT-0283-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79206
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: \$95

6 Wks Wed.,Fri. Begins May 19 78380
XONCT-0285-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78554
XONCT-0285-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78829
XONCT-0285-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79207
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: \$95

6 Wks Wed.,Fri. Begins May 19 78381
XONCT-0287-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78555
XONCT-0287-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78830
XONCT-0287-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79208
XONCT-0287-SDG02 Inst. Internet Classes

FLASH CS4, INTRODUCTION TO

Learn how to use Adobe Flash CS4 software to create engaging Web sites, Flash movies, animation, and interactive applications. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78382
XONCT-0288-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78556
XONCT-0288-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78831
XONCT-0288-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79209
XONCT-0288-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: \$95

6 Wks Wed.,Fri. Begins May 19 78383
XONCT-0322-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78557
XONCT-0322-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78832
XONCT-0322-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79210
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: \$95

6 Wks Wed.,Fri. Begins May 19 78384
XONCT-0323-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78558
XONCT-0323-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78833
XONCT-0323-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79211
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78385**
XONCT-0327-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78559**
XONCT-0327-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78834**
XONCT-0327-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79212**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78386**
XONCT-0328-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78560**
XONCT-0328-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78835**
XONCT-0328-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79213**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78387**
XONCT-0329-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78561**
XONCT-0329-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78836**
XONCT-0329-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79214**
XONCT-0329-SDG02 Inst. Internet Classes

**DREAMWEAVER CS4,
INTRODUCTION TO**

Learn to use Adobe Dreamweaver CS4 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78389**
XONCT-0333-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78563**
XONCT-0333-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78838**
XONCT-0333-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79216**
XONCT-0333-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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78388**
XONCT-0332-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78562**
XONCT-0332-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78837**
XONCT-0332-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79215**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78390**
XONCT-0340-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78564**
XONCT-0340-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78839**
XONCT-0340-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79217**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78391**
XONCT-0345-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78565**
XONCT-0345-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78840**
XONCT-0345-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79218**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78392**
XONCT-0346-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78566**
XONCT-0346-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78841**
XONCT-0346-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79219**
XONCT-0346-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.

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: \$119

- 6 Wks Wed.,Fri. Begins May 19 78393**
XONCT-0375-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78567**
XONCT-0375-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78842**
XONCT-0375-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79220**
XONCT-0375-SDG02 Inst. Internet Classes

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: \$119

- 6 Wks Wed.,Fri. Begins May 19 78394**
XONCT-0376-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78568**
XONCT-0376-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78843**
XONCT-0376-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79221**
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: \$119

- 6 Wks Wed.,Fri. Begins May 19 78395**
XONCT-0377-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78569**
XONCT-0377-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78844**
XONCT-0377-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79222**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78257**
XONBU-0005-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78431**
XONBU-0005-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78705**
XONBU-0005-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79084**
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: \$95

6 Wks Wed.,Fri. Begins May 19 78258
XONBU-0006-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78432
XONBU-0006-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78706
XONBU-0006-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79085
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: \$95

6 Wks Wed.,Fri. Begins May 19 78259
XONBU-0008-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78433
XONBU-0008-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78707
XONBU-0008-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79086
XONBU-0008-SDG02 Inst. Internet Classes

PERSONAL FINANCE

Protect your assets and discover how best to achieve all your financial goals. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78261
XONBU-0010-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78435
XONBU-0010-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78709
XONBU-0010-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79087
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: \$95

6 Wks Wed.,Fri. Begins May 19 78262
XONBU-0012-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78436
XONBU-0012-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78710
XONBU-0012-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79088
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: \$95

6 Wks Wed.,Fri. Begins May 19 78263
XONBU-0015-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78437
XONBU-0015-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78711
XONBU-0015-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79089
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: \$95

6 Wks Wed.,Fri. Begins May 19 78264
XONBU-0017-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78438
XONBU-0017-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78712
XONBU-0017-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79090
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: \$95

6 Wks Wed.,Fri. Begins May 19 78265
XONBU-0018-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78439
XONBU-0018-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78713
XONBU-0018-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79091
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: \$95

6 Wks Wed.,Fri. Begins May 19 78266
XONBU-0020-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78440
XONBU-0020-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78714
XONBU-0020-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79092
XONBU-0020-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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78267**
XONBU-0024-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78441**
XONBU-0024-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78715**
XONBU-0024-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79093**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78268**
XONBU-0027-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78442**
XONBU-0027-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78716**
XONBU-0027-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79094**
XONBU-0027-SDG02 Inst. Internet Classes

GOING GREEN AT THE WORKPLACE

Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78269**
XONBU-0028-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78443**
XONBU-0028-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78717**
XONBU-0028-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79095**
XONBU-0028-SDG02 Inst. Internet Classes

PROJECT MANAGEMENT FUNDAMENTALS

Gain the skills you'll need to succeed in the fast growing field of project management. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78270**
XONBU-0030-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78444**
XONBU-0030-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78718**
XONBU-0030-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79096**
XONBU-0030-SDG02 Inst. Internet Classes

PROJECT MANAGEMENT APPLICATIONS

Experienced project manager teaches you tricks of the project management trade. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78271**
XONBU-0031-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78445**
XONBU-0031-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78719**
XONBU-0031-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79097**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78272**
XONBU-0035-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78446**
XONBU-0035-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78720**
XONBU-0035-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79098**
XONBU-0035-SDG02 Inst. Internet Classes

PURCHASING FUNDAMENTALS

Improve your company's bottom line by mastering the fundamentals of purchasing. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78273**
XONBU-0045-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78447**
XONBU-0045-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78721**
XONBU-0045-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79099**
XONBU-0045-SDG02 Inst. Internet Classes

GRAMMAR REFRESHER

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78274**
XONBU-0050-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78448**
XONBU-0050-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78722**
XONBU-0050-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79100**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78275**
XONBU-0055-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78449**
XONBU-0055-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78723**
XONBU-0055-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79101**
XONBU-0055-SDG02 Inst. Internet Classes

RESEARCH METHODS FOR WRITERS

Learn the most efficient and effective methods to conduct research for any writing project. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 79291**
XONBU-0057-SDG05 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 79292**
XONBU-0057-SDG06 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 79293**
XONBU-0057-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79294**
XONBU-0057-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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78276**
XONBU-0065-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78450**
XONBU-0065-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78724**
XONBU-0065-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79102**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78277**
XONBU-0070-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78451**
XONBU-0070-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78725**
XONBU-0070-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79103**
XONBU-0070-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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78278**
XONBU-0085-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78452**
XONBU-0085-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78726**
XONBU-0085-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79104**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78279**
XONBU-0090-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78453**
XONBU-0090-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78727**
XONBU-0090-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79105**
XONBU-0090-SDG02 Inst. Internet Classes

UNDERSTANDING THE HR FUNCTION

Learn to handle basic human resource functions to ensure the best possible results. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78280**
XONBU-0095-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78454**
XONBU-0095-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78728**
XONBU-0095-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79106**
XONBU-0095-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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78281**
XONBU-0105-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78455**
XONBU-0105-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78729**
XONBU-0105-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79107**
XONBU-0105-SDG02 Inst. Internet Classes

MAKING AGE AN ASSET IN YOUR JOB SEARCH

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78282
XONBU-0106-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78456
XONBU-0106-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78730
XONBU-0106-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79108
XONBU-0106-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: \$95

6 Wks Wed.,Fri. Begins May 19 78283
XONBU-0110-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78457
XONBU-0110-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78731
XONBU-0110-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79109
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: \$95

6 Wks Wed.,Fri. Begins May 19 78284
XONBU-0115-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78458
XONBU-0115-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78732
XONBU-0115-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79110
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: \$95

6 Wks Wed.,Fri. Begins May 19 78285
XONBU-0150-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78459
XONBU-0150-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78733
XONBU-0150-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79111
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: \$95

6 Wks Wed.,Fri. Begins May 19 78286
XONBU-0151-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78460
XONBU-0151-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78734
XONBU-0151-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79112
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: \$95

6 Wks Wed.,Fri. Begins May 19 78287
XONBU-0155-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78461
XONBU-0155-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78735
XONBU-0155-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79113
XONBU-0155-SDG02 Inst. Internet Classes

CONVERSATIONAL JAPANESE

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78288
XONBU-0160-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78462
XONBU-0160-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78736
XONBU-0160-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79114
XONBU-0160-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: \$95

6 Wks Wed.,Fri. Begins May 19 78289
XONBU-0200-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78463
XONBU-0200-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78737
XONBU-0200-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79115
XONBU-0200-SDG02 Inst. Internet Classes

BECOME A VETERINARY ASSISTANT

Practicing veterinarian prepares you to work in a veterinary office or hospital. Cost: \$95

- 6 Wks Wed.,Fri. Begins May 19 78290**
XONBU-0220-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78464**
XONBU-0220-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78738**
XONBU-0220-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79116**
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: \$95

- 6 Wks Wed.,Fri. Begins May 19 78291**
XONBU-0221-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78465**
XONBU-0221-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78739**
XONBU-0221-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79117**
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). Textbooks required. Cost: \$169

- 6 Wks Wed.,Fri. Begins May 19 78396**
XONPL-1001-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78571**
XONPL-1001-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78845**
XONPL-1001-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79223**
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 19 78397**

- XONPL-1002-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78572**
- XONPL-1002-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78846**
- XONPL-1002-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79224**
- XONPL-1002-SDG02 Inst. Internet Classes

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 19 78398**
XONPL-1003-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78573**
XONPL-1003-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78847**
XONPL-1003-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79225**
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 19 78399**
XONPL-1004-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78574**
XONPL-1004-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78848**
XONPL-1004-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79226**
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 19 78400**
XONPL-1005-SDG11 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jun 16 78575**
XONPL-1005-SDG12 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Jul 21 78849**
XONPL-1005-SDG01 Inst. Internet Classes
- 6 Wks Wed.,Fri. Begins Aug 18 79227**
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 19 78401

XONPL-1006-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78576

XONPL-1006-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78850

XONPL-1006-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79228

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: \$95

6 Wks Wed.,Fri. Begins May 19 78402

XONTP-0001-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78577

XONTP-0001-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78851

XONTP-0001-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79229

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: \$95

6 Wks Wed.,Fri. Begins May 19 78403

XONTP-0005-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78578

XONTP-0005-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78852

XONTP-0005-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79230

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: \$95

6 Wks Wed.,Fri. Begins May 19 78404

XONTP-0010-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78579

XONTP-0010-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78853

XONTP-0010-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79231

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: \$95

6 Wks Wed.,Fri. Begins May 19 78405
XONTP-0050-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78580
XONTP-0050-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78854
XONTP-0050-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79232
XONTP-0050-SDG02 Inst. Internet Classes

ACT/SAT PREPARATION - PART 2

Master the math questions on the ACT and new SAT. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78406
XONTP-0051-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78581
XONTP-0051-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78855
XONTP-0051-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79233
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: \$95

6 Wks Wed.,Fri. Begins May 19 78407
XONTP-1001-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78582
XONTP-1001-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78856
XONTP-1001-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79234
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: \$95

6 Wks Wed.,Fri. Begins May 19 78408
XONTP-1002-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78583
XONTP-1002-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78857
XONTP-1002-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79235
XONTP-1002-SDG02 Inst. Internet Classes

TESTS OFFER YOU AN OPPORTUNITY TO PROVE YOURSELF.

The GED Tests measure the major and lasting outcomes and concepts associated with a traditional four-year high school education. So come in and prove yourself.

Our GED classes are designed to support you in your progress though the 5 GED subject areas on the test and beyond. Classes are small group and computer based instruction set up to improve reading, writing, critical thinking and math skills. The GED exam is available in English or Spanish.

Call the campus in your town for information: 1-888-3363907 toll-free

Career Assistance Center/SCC-563-326-5319

• CCC-563-244-7185 • MCC-563-288-6161

Or visit our web page: www.eicc.edu/ged/

Call NOW!

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

63615 Begins Anytime before July 1

XONCC-0010-SDG01 Online
Inst. Internet Classes

79539 Begins Anytime after June 30

XONCC-0010-SDG01 Online
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

63619 Begins Anytime before July 1

XONCC-0015-SDG01 Online
Inst. Internet Classes

79534 Begins Anytime after June 30

XONCC-0015-SDG01 Online
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

63599 Begins Anytime before July 1

XONCC-0051-SDG01 Online
Inst. Internet Classes

79535 Begins Anytime after June 30

XONCC-0051-SDG01 Online
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

70851 Begins Anytime before July 1

XONCC-0100-SDG01 Online
Inst. Internet Classes

79536 Begins Anytime after June 30

XONCC-0100-SDG01 Online
Inst. Internet Classes

HEALTH

MEDICAL TRANSCRIPTION

It's revised and it's online. This recently revised program provides students with basic knowledge of the transcription of medical records. Students learn to transcribe and format inpatient case studies, inpatient reports, and outpatient reports. Reports are taken from hospital medical records and include history and physical examinations, radiology reports, operative procedures, pathology reports, consultations, discharge summaries, a death summary, an autopsy report, and correspondence. Different regional accents and background noises, which duplicate real-life situations, are used in the recorded dictation, the speed of which picks up as the student proceeds through the course. All textbooks and transcription equipment are included. To learn more about this course or any of our other medical programs, please go to www.gatlineducation.com/eicc and click on healthcare programs. This program does not include medical terminology. To register for this class, please call Peg Walker at 563-441-4373. Cost: \$1,595

65672 Begins Anytime Before June 30

XONHE-1000-SPW13 Online Inst. Staff

79681 Begins Anytime After July 1

XONHE-1000-SPW14 Online Inst. Staff

MEDICAL TRANSCRIPTION + TERMINOLOGY

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist and includes a medical terminology course. Transcriber and all materials are included in this medical transcription program as well as access to a medical terminology course. You may start this course anytime. For additional information, please go to www.gatlineducation.com/eicc and click on healthcare programs. To register, please contact Peg Walker at 563-441-4373. Cost: \$1,895

72348 Begins Anytime Before June 30

XONHE-1070-SPW01 Online Inst. Staff

79683 Begins Anytime After July 1

XONHE-1070-SPW02 Online Inst. Staff

**ADM. MED. SPEC.
W/ BILLING & CODING**

The online Administrative Medical Specialist with Billing and Coding (AMC/MBC) program includes in-depth training on medical insurance billing and coding, and it also covers all of the other administrative tasks performed in a typical medical office, such as appointment scheduling, patient check-in, registration, and check-out; accounts receivable and payable management, bookkeeping, office management, and much more. All required textbooks are included. In addition to textbooks and online course access, students will receive a voucher for a study guide, preparation course, and the registration fee for the dual CMAA/CBCS (Certified Medical Administrative Assistant/Certified Billing and Coding Specialist) certification credential through the National Healthcare Association (NHA). For more information on this course or any of our other medical programs, please go www.gatlineducation.com/eicc and click on healthcare programs. This course does not include medical terminology. If you would like to register for this program, please call Peg Walker at 563-441-4373. Cost: \$1,995

65675 Begins Anytime Before June 30

XONHE-1025-SPW11 Online Inst. Staff

79687 Begins Anytime After July 1

XONHE-1025-SPW12 Online Inst. Staff

MEDICAL BILLING AND CODING

The online Medical Billing and Coding program includes extensive training in medical insurance billing and coding and is designed to help students prepare for an entry-level job as a medical biller and/or coder. All required textbooks are included. In addition to textbooks and online course access, students will receive a voucher for a study guide, preparation course, and the registration fee for the CBCS (Certified Medical Billing and Coding Specialist) certification credential through the National Healthcareer Association (NHA). For more information about this course or any of our other medical programs, please go to www.gatlineducation.com/eicc and click on healthcare programs. This program does not include Medical Terminology. To register for this course, please call Peg Walker at 563-441-4373. Cost: \$1,595

65676 Begins Anytime Before June 30

XONHE-1030-SPW04 Online Inst. Staff

79686 Begins Anytime After July 1

XONHE-1030-SPW05 Online Inst. Staff

**MEDICAL BILLING/CODING
+TERMINOLOGY**

This nationally recognized Medical Billing and Coding + Medical Terminology online certificate program is designed to prepare students to fill positions for medical coding and billing professionals. The Medical Terminology portion of the course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Upon successful completion of this course, students will be prepared for entry-level positions doing medical billing or coding in a medical office setting and will be prepared to sit for the national certification exam. Cost: \$1,895

72350 Begins Anytime Before June 30

XONHE-1080-SPW01 Online Inst. Staff

79685 Begins Anytime After July 1

XONHE-1080-SPW02 Online Inst. Staff

**ADM. MED. SPEC W/ BILLING &
CODING & TERMINOLOGY**

This nationally recognized Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist, Medical Billing Specialist, and/or Medical Coder. The Medical Terminology online course for healthcare professionals introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. You may start this class anytime. For additional information, please go to www.gatlineducation.com/eicc and click on healthcare programs. To register, please call Peg Walker at 563-441-4373. Cost: \$2,295

72349 Begins Anytime Before June 30

XONHE-1075-SPW01 Online Inst. Staff

79688 Begins Anytime After July 1

XONHE-1075-SPW01 Online Inst. Staff

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. Cost: \$1,995

65673 Begins Anytime Before June 30

XONHE-1005-SPW14 Online Inst. Staff

79684 Begins Anytime After July 1

XONHE-1005-SPW01 Online Inst. Staff

ADM. DENTAL ASSISTANT

This nationally recognized Administrative Dental Assistant online certificate program teaches the essential administrative tasks for managing the business aspects of a dental practice and becoming an Administrative Dental Assistant. This program includes instruction in dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant online program will prepare you for a new career working in a dental office. Textbooks included. For additional information about this program, 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

72357 Begins Anytime Before June 30

XONHE-1085-SPW01 Online Inst. Staff

79689 Begins Anytime After July 1

XONHE-1085-SPW02 Online Inst. Staff

BECOME A WEDDING PLANNER!

Wedding planners are in demand as more and more brides discover the benefits of a wedding planner on the day of their wedding. The wedding planning certificate program is for anyone who wants to immediately start making money as a wedding planner. Whether you produce only a few weddings a year, or a full-time career, this program will provide all the tools needed to be a professional wedding planner or start your wedding planning business. You'll appreciate the real-world application including experiential learning. The start date is listed as September 1, but you may start this class whenever you like. To register, or to have questions answered, please contact Peg Walker at 563-441-4373. Cost: \$1,395

69702 Begins Anytime Before June 30

XONBU-0255-SPW01 Online Inst. Staff

79692 Begins Anytime After July 1

XONBU-0255-SPW02 Online Inst. Staff

ACHIEVING TELLER EXCELLENCE

Achieving Teller Excellence prepares any student to jumpstart their new teller career. The program teaches the knowledge, skills and attitude that make a Teller successful. Following implementation of this program, students will be prepared to become Tellers who are professional and who communicate well with customers. They will be knowledgeable about bank products and services, aware of compliance requirements, and well trained in how to perform Teller duties. You may start his class anytime! To register, please contact Peg Walker at 563-441-4373. Upon successful completion of this program, students will receive an ABA accredited certificate. Cost: \$595

76077 Begins Anytime Before June 30

XONBU-0305-SPW01 Online Inst. Staff

79691 Begins Anytime After July 1

XONBU-0305-SPW02 Online Inst. Staff