

ONLINE INSTRUCTION

Educate yourself at home at your own pace!

All you need is:

- Internet access, e-mail, and Internet Explorer, Netscape or Firefox Web browser.
- Specific software requirements are listed with course descriptions.

How to Get Started

1. In order to register for an online class you need to:

- a) Register with Oakton's Alliance for Livelong Learning, and
- b) Complete an online orientation on Education to Go web site. See No. 2, below.

2. For an online orientation visit the Online Instruction Center at www.ed2go.com/oakton.all. Follow the "Courses" link. Choose the course you are planning to take, and click "Enroll Now" button. Follow the instructions to create your User ID and Password.

3. When your course is scheduled to begin, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the e-mail address and password you selected during enrollment.

4. Lessons are posted on Wednesdays and Fridays. Lessons remain available for two weeks following the dates posted.

5. Final exams are posted with the last lesson. Students have two weeks to complete the last assignment and final exam.

Business and Personal Finance

Business Finance

ACCOUNTING FUNDAMENTALS I

FEE: \$84

If you are interested in increasing financial awareness and accountability while gaining a marketable skill, this course may be for you. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and the preparation of financial reports at the end of a fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts.

ACC A08-330, online, 5/21-7/11

CRN 50054

ACC A08-331, online, 6/18-8/8

CRN 50138

ACCOUNTING FUNDAMENTALS II

FEE: \$84

This course will build on the knowledge you gained in Accounting Fundamentals I, and provide you with a solid understanding of corporate accounting practices. Learn how to analyze transactions and prepare various corporate financial reports. Gain practical experience in working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholder's equity, and more.

ACC A09-330, online, 5/21-7/11

CRN 50055

ACC A09-331, online, 6/18-8/8

CRN 50139

INTRODUCTION TO QUICKBOOKS

FEE: \$84

Designed for small- to medium-sized business owners. Learn how to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; develop estimates; and generate reports.

Requirements: QuickBooks (or QuickBooks Pro) 2007.

ACC A02-330, online, 5/21-7/11

CRN 50053

ACC A02-331, online, 6/18-8/8

CRN 50137

PERFORMING PAYROLL IN QUICKBOOKS

FEE: \$84

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same! QuickBooks software can be used quickly and easily to process payroll. This course details all the steps needed for proper set-up and even includes troubleshooting tips and solutions for common problems and mistakes. **Specific Requirements:** QuickBooks Premier Contractor Edition 2006 or 2007. QuickBooks Pro 2006 or 2007, and QuickBooks versions 2004, 2005 also will be supported, however all examples and illustrations in this course will be based on QuickBooks Premier Contractor Edition 2006 or 2007. Please install the software on your computer before the course begins.

ACC A11-330, online, 5/21-7/11

CRN 50057

ACC A11-331, online, 6/18-8/8

CRN 50141

QUICKBOOKS FOR CONTRACTORS

FEE: \$84

Designed specifically for the construction industry, QuickBooks for Contractors uses the Premier Contractor Edition of QuickBooks to show how this powerful program may be used to create estimates, progress invoices, and job cost reports. Avoid common mistakes by learning the proper file setup techniques for contractors, and discover the secrets to creating useful and dynamic management reports. **Specific Requirements:** QuickBooks Premier Contractor Edition 2006. QuickBooks Pro 2006, and QuickBooks versions 2004, 2005, 2007 also will be supported, but a few features discussed in the course may not be available. Please install the software on your computer before the course begins.

ACC A10-330, online, 5/21-7/11

CRN 50056

ACC A10-331, online, 6/18-8/8

CRN 50140

New!

REAL ESTATE INVESTING

FEE: \$84

Want to invest in real estate but have no money and no idea where to start? In this course, we'll demystify the technical aspects of acquiring and profiting from property. We'll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you'll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal. **Requirements:** the free Adobe Acrobat Reader.

REL E07-330, online, 5/21-7/11

CRN 50133

REL E07-331, online, 6/18-8/8

CRN 50194

New!

START YOUR OWN EBAY DROP OFF STORE

FEE: \$84

Turn other people's unwanted items into a lucrative source of income by starting an eBay drop off store. Master the art of setting up a business, writing a marketing plan, taking super photos, creating dynamite listings, and offering great customer service. Thousands of people have transformed their eBay knowledge into profitable second income sources or even full-time jobs. Take your skills to the next level and avoid the common pitfalls that keep amateur sellers from reaching their full potential.

BUBE22-330, online, 5/21 – 7/11

CRN 50065

BUBE22-331, online, 6/18 – 8/8

CRN 50149

Personal Finance

DEBT ELIMINATION TECHNIQUES THAT WORK

FEE: \$84

If you are like most people, you are drowning in a sea of debt and looking for a lifeline. Well, this course is that lifeline. This is not a debt consolidation solution! It does not make sense to use more debt to solve a debt problem. This course will teach you a specific and workable strategy that will get you out of debt—including your mortgage—in the shortest possible time. The strategy presented is not new, nor is it rocket science. It is a simple, easy-to-understand method that works. However, getting out of debt is only part of the answer. You also will be pointed down a new path regarding spending, saving, and handling money to keep you out of debt. **Requirements:** Internet access, e-mail, and a Web browser, (Internet Explorer, Netscape, or Firefox).

FIN E20-330, online, 5/21-7/11

CRN 50123

FIN E20-331, online, 6/18-8/8

CRN 50184

ONLINE INVESTING

FEE: \$84

Do you want to learn how to use the Internet to make sound and knowledgeable online investment decisions? This course will teach you how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments and select a broker.

FIN E07-330, online, 5/21-7/11

CRN 50122

FIN E07-331, online, 6/18-8/8

CRN 50183

PERSONAL FINANCE

FEE: \$84

Do you have clear financial goals? Do you know if you have enough money to buy a car or house? Can you afford to take a pay cut at work in order to go back to school? Do you have enough insurance? Will you have enough money to retire? If you don't know the answers to these questions, this course provides a lifetime of worthwhile, personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. Take control of your financial choices, and increase your financial security.

FIN E01-330, online, 5/21-7/11

CRN 50121

FIN E01-331, online, 6/18-8/8

CRN 50182

Careers/Job Development

ADMINISTRATIVE ASSISTANT FUNDAMENTALS FEE: \$84

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

BUB A42-330, online, 5/21-7/11 CRN 50062
BUB A42-331, online, 6/18-8/8 CRN 50146

BECOME A VETERINARY ASSISTANT FEE: \$84

Do you like animals? Would you like to prepare for a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. Learn the small business aspects of a veterinary hospital by looking at billing, workplace safety, and marketing through client education programs.

BUB E36-330, online, 5/21-7/11 CRN 50066
BUB E36-331, online, 6/18-8/8 CRN 50150

GET PAID TO TRAVEL FEE: \$84

Do you love to travel and working with individuals? If so, you may be ready for a career as a professional tour director, tour guide, or cruise host. Tour directors are hired to escort local, domestic, and international tours and cruises, earning up to \$1,900 per week. Learn all you need to start your new and exciting travel career. We'll cover group tour procedures, documentation, and handling emergencies. Gain information on prospective employers and full- and part-time career opportunities. Don't wait—start today!

BUB E37-330, online, 5/21-7/11 CRN 50067
BUB E37-331, online, 6/18-8/8 CRN 50151

TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH FEE: \$84

Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

BUB E01-330, online, 5/21-7/11 CRN 50063
BUB E01-331, online, 6/18-8/8 CRN 50147

WRITING EFFECTIVE RESUMES FEE: \$84

Create an effective resume, or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing: YOU! Make the most of your work experience. Learn different resume formats, how to write an employment objective, and tricks to writing persuasive cover letters. Know what to reveal - and what to leave out. This course also covers the use of online resumes and Internet Resume Secrets.

COM S42-330, online, 5/21-7/11 CRN 50072
COM S42-331, online, 6/18-8/8 CRN 50156

Communication

MERRILL REAM SPEED READING FEE: \$84

Short Description: Are you struggling to keep up with a flood of email, articles, reports, books, and other printed matter? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader.

COM S57-330, online, 5/21-7/11 CRN 50073
COM S57-331, online, 6/18-8/8 CRN 50157

GRAMMAR REFRESHER FEE: \$84

Master the written word! Take this course and avoid common usage errors. Review the basics and learn to write grammatically correct complex sentences. Learn to identify and correct non-parallel structures, sentence fragments, run-ons and shifts in person and tense. The instructor has worked as a newspaper copy editor, journalist and technical writer. This course is not designed for ESL students.

COM S13-330, online, 5/21-7/11 CRN 50071
COM S13-331, online, 6/18-8/8 CRN 50155

TECHNICAL WRITING**FEE: \$84**

Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Also, gain tips on how to enter this growing industry. **Requirements:** Any version of Microsoft Word, e-mail, Internet access, and Netscape or Internet Explorer Web browser.

COM S11-330, online, 5/21-7/11

CRN 50070

COM S11-331, online, 6/18-8/8

CRN 50154

**WRITERIFFIC: CREATIVITY TRAINING
FOR WRITERS****FEE: \$84**

Overcome the fear of the blank page and transform your visions into the written word! Gain tips and tricks from the toolbox of a published writer. Whether you're hoping to write a novel, nonfiction book, memoir, short story or article, this course will liberate your imagination.

COM E94-330, online, 5/21-7/11

CRN 50068

COM E94-331, online, 6/18-8/8

CRN 50152

**GRAMMAR FOR ENGLISH
AS A SECOND LANGUAGE (ESL)****FEE: \$84**

If English is your second language and you're headed for college, this course should prove to be very valuable. Lessons provide an in-depth analysis of English grammar and structure, allowing you to be more prepared to succeed in any classes taught in English.

COM S08-330, online, 5/21-7/11

CRN 50069

COM S08-331, online, 6/18-8/8

CRN 50153

WRITING EFFECTIVE GRANT PROPOSALS**FEE: \$84**

Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than \$200 billion is available for worthy causes each year, yet most people don't know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket!

BUB E10-330, online, 5/21-7/11

CRN 50064

BUB E10-331, online, 6/18-8/8

CRN 50148

Computers

Beginners**COMPUTER KEYBOARDING****FEE: \$84**

Learn the basic skills of touch-typing or improve your typing speed and accuracy by using the computer software program FasType for Windows. **Specific Requirements:** Microsoft Windows—based PC (except for Windows Vista) with a working copy of FasType for Windows. Download and installation instructions are provided with the first lesson.

OFF A39-330, online, 5/21-7/11

CRN 50132

OFF A39-331, online, 6/18-8/8

CRN 50193

COMPUTER SKILLS FOR THE WORKPLACE**FEE: \$84**

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. **Requirements:** Microsoft Windows 95 or newer with any edition of Microsoft Office 2000 or newer, or Mac OS with any edition of Microsoft Office 2004 (Mac).

DAT A17-330, online, 5/21-7/11

CRN 50078

DAT A17-331, online, 6/18-8/8

CRN 50163

INTRODUCTION TO PC TROUBLESHOOTING**FEE: \$84**

Don't spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. **Requirements:** a computer equipped with Microsoft Windows 95 or newer.

DPR A28-330, online, 5/21-7/11

CRN 50108

DPR A28-331, online, 6/18-8/8

CRN 50169

INTRODUCTION TO THE INTERNET**FEE: \$84**

Become Internet-savvy in six weeks! Find out where the Internet came from, how it works, and where it is headed. Learn five secrets about e-mail that you'll wish you knew long ago. Learn how to attach documents, links, and pictures to simple e-mail messages. Discover advanced search techniques that will allow you to quickly answer almost any question. Learn new ways to communicate with other people and connect to remote computers. Find out how to safely download files, protect your privacy, and keep your computer secure.

DPR A64-330, online, 5/21-7/11

CRN 50112

DPR A64-331, online, 6/18-8/8

CRN 50173

INTRODUCTION TO PC SECURITY

FEE: \$84

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You'll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. **Requirements:** A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP).

DPR A49-330, online, 5/21-7/11

CRN 50110

DPR A49-331, online, 6/18-8/8

CRN 50171

INTRODUCTION TO WINDOWS XP

FEE: \$84

Windows XP is the latest version of MS Windows and the first product to incorporate elements of Microsoft.NET strategy. Learn all the basic skills and concepts needed to surf the Internet, write a book, day trade stocks, manage finances, play music, edit photos or read e-mail. Learn to customize the new interface, work with texts, pictures, photos, sound, music, DVD, interactive TV and video. **Requirements:** Windows XP, E-mail, Internet access, and Netscape, Internet Explorer or Firefox Web browser.

DPR A23-330, online, 5/21-7/11

CRN 50106

DPR A23-331, online, 6/18-8/8

CRN 51067

INTRODUCTION TO WINDOWS: VISTA

FEE: \$84

Windows Vista is a radical departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features. **Specific Requirements:** Windows Vista Home Basic, Home Premium, Business, Ultimate, or Enterprise edition. Software must be installed and fully operational before the course begins. Experience with other versions of Windows is not required. Note: This course is not suitable for Macintosh users.

DPR A23-332, online, 5/21-7/11

CRN 50107

DPR A23-333, online, 6/18-8/8

CRN 50168

Database

INTRODUCTION TO SQL

FEE: \$84

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. **Specific Requirements:** any desktop Database Management System (DBMS) that supports the execution of Structured Query Language (SQL). Examples include Microsoft Access, SQL Server Personal Edition, SQL Server Desktop Engine (MSDE). Also, any client/server database management system that is connected to a server and supports the execution of Structured Query Language. Examples include MySQL, Sybase, PostgreSQL, Microsoft SQL Server, SQL Server Enterprise or Standard Edition.

CPT A21-330, online, 5/21-7/11

CRN 50074

CPT A21-331, online, 6/18-8/8

CRN 50158

Networking

INTRODUCTION TO NETWORKING

FEE: \$84

Businesses, schools, and other organizations are becoming increasingly reliant on computer networks, which explains why workers with networking skills are in high demand. If you'd like to learn the fundamentals of computer networking in terms you can easily understand, this course is for you. Learn why networks have become so important, how software and hardware makes networking possible, and how networks function. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career. **Requirements:** a computer equipped with Microsoft Windows 95 or newer.

DPR A50-330, online, 5/21-7/11

CRN 50111

DPR A50-331, online, 6/18-8/8

CRN 50172

CREATING A HOME NETWORK

FEE: \$84

Create your own home network so that your computers can easily share printers, Internet connections, drives, and documents. You'll learn what hardware you need, how to configure Windows XP to run your small network, how to configure printers and other peripherals, and how to manage and maintain your network, while keeping it secure. **Requirements:** a computer equipped with Microsoft Windows XP Home Edition and completion of "Introduction to Windows XP course or equivalent Windows experience.

INT E01-330, online, 5/21-7/11

CRN 50127

INT E01-331, online, 6/18-8/8

CRN 50188

CREATING A SMALL OFFICE NETWORK

FEE: \$84

Create your own small office network using Windows XP Professional Edition. Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents. You'll learn what hardware you will need, how to configure Windows XP Pro to run your small network, how to configure printers and other peripherals, and how to manage and maintain your network, while keeping it safe. **Requirements:** Two or more computers running Windows XP Professional Edition, completion of Introduction to Windows XP course or equivalent experience.

INT A12-330, online, 5/21-7/11

CRN 50128

INT A12-331, online, 6/18-8/8

CRN 50189

Software

INTRODUCTION TO ADOBE PHOTOSHOP **FEE: \$84**

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. If you want to work with graphics, Photoshop is the program you will most need to learn. This hands-on, project-oriented course is filled with easy to follow detailed step-by-step instructions. Learn how to edit photos, create basic paintings, and prepare your images for printing. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding new elements. And, best of all, no prior artistic ability is required to take this course. **Specific Requirements:** Adobe Photoshop CS2 for Windows Users or Adobe Photoshop CS2 Mac for iMac and Macintosh Users.

DPR A04-330, online, 5/21-7/11 CRN 50105
DPR A04-331, online, 6/18-8/8 CRN 50166

INTERMEDIATE ADOBE PHOTOSHOP **FEE: \$84**

Take your Photoshop skills to the next level. Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. Discover tips, tricks, and techniques to work with shapes, color, blends, and correct images like a professional. This project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. You'll learn so many ways to alter reality that you'll never trust another photograph again! Prerequisite: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. **Requirements:** Adobe Photoshop CS2. You may take this course with Photoshop CS but there will be activities in which you will not be able to participate.

DAT A05-330, online, 5/21-7/11 CRN 50077
DAT A05-331, online, 6/18-8/8 CRN 50162

INTRODUCTION TO MICROSOFT ACCESS **FEE: \$84**

Access is a database used to store and sort useful information. Gain skill in creating tables, relationships, custom data entry forms, queries, reports, mailing labels and macros. Learn to merge the data in your Access tables with Microsoft Word form letters. **Requirements:** Microsoft Windows XP or 2000, or Microsoft Access or Office Professional 2000 or 2003.

DPR A71-330, online, 5/21-7/11 CRN 50114
DPR A71-331, online, 6/18-8/8 CRN 50175

INTERMEDIATE MICROSOFT ACCESS **FEE: \$84**

Build a fully automated database management system complete with custom data entry forms. Add graphics, sound, and macros to your database and gain skill in advanced reporting techniques. Prerequisite: Intro. to Microsoft Access (DPR A71) or equivalent. **Requirements:** Microsoft Windows XP or 2000, or Microsoft Access or Office Professional 2000 or 2003.

DPR A98-330, online, 5/21-7/11 CRN 50120
DPR A98-331, online, 6/18-8/8 CRN 50181

INTRODUCTION TO MICROSOFT EXCEL **FEE: \$84**

Discover shortcuts and tricks for setting up fully formatted worksheets. Write simple and more complex mathematical formulas; acquire skills in sorting data; create custom charts, graphs, and workbooks; build links between files and endow worksheets with decision-making capabilities. **Requirements:** Microsoft Windows XP or 2000, or Microsoft Excel or Office 2000 or 2003.

DPR A84-330, online, 5/21-7/11 CRN 50118
DPR A84-331, online, 6/18-8/8 CRN 50179

INTERMEDIATE MICROSOFT EXCEL **FEE: \$84**

Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent. **Requirements:** Microsoft Windows XP or 2000, or Microsoft Excel or Office 2000 or 2003.

DPR A85-330, online, 5/21-7/11 CRN 50119
DPR A85-331, online, 6/18-8/8 CRN 50180

MICROSOFT POWERPOINT **FEE: \$84**

PowerPoint is one of the best presentation programs on the market. Obtain the skills to create overhead transparencies, 35 mm slides and electronic slide presentations from facts and figures. Dazzle audiences with multimedia slides, charts, outlines and graphs. Learn how to add clip art, hypertext links and special effects to presentations. **Requirements:** Microsoft Windows XP or 2000, or Microsoft PowerPoint or Office Professional 2000 or 2003.

DPR A70-330, online, 5/21-7/11 CRN 50113
DPR A70-331, online, 6/18-8/8 CRN 50174

INTRODUCTION TO MICROSOFT WORD **FEE: \$84**

Discover the capabilities of this word processing software. Learn to edit, format, copy and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. **Requirements:** Microsoft Windows XP or 2000, or Microsoft Word or Office 2003.

DPR A83-330, online, 5/21-7/11 CRN 50117
DPR A83-331, online, 6/18-8/8 CRN 50178

INTERMEDIATE MICROSOFT WORD**FEE: \$84**

Become familiar with Word's formatting and publishing capabilities. Create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, and resize graphics; surround your text or graphics with borders. Create dramatic effects by varying the size and appearance of your text. Prerequisite: Introduction to Microsoft Word (DPR A83) or equivalent. **Requirements:** Microsoft Windows XP or 2000, or Microsoft Word or Office 2003.

DPR A80-330, online, 5/21-7/11

CRN 50116

DPR A80-331, online, 6/18-8/8

CRN 50177

Web Design**BUILD A WEBSITE WITH DREAMWEAVER****FEE: \$84**

This class assumes no knowledge of HTML, Web design or familiarity with Web terminology. Move through the basics of Web site design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. **Requirements:** Macromedia Dreamweaver (latest version), e-mail, Internet access, and Netscape or Internet Explorer Web browser.

DPR A37-330, online, 5/21-7/11

CRN 50109

DPR A37-331, online, 6/18-8/8

CRN 50170

CREATING WEB PAGES (HTML)**FEE: \$84**

Learn the fundamentals of Web design. Plan the content, structure and layout; create pages full of neatly formatted text; build links between Web pages and to other sites; and add color, backgrounds, graphics, tables, hot buttons, and animation. Discover how to secure the best possible ranking in search engine listings, and explore free or low-cost Web marketing strategies. Information also will be shared about how to save time with an HTML authoring program.

DPR A78-330, online, 5/21-7/11

CRN 50115

DPR A78-331, online, 6/18-8/8

CRN 50176

DESIGNING EFFECTIVE WEB SITES**FEE: \$84**

What makes an effective Web site? Page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation all play a part in creating a satisfying experience for visitors. Learn how to structure your site so that your ideas are communicated clearly and in the most effective manner possible. This course will help you become familiar with good user interface design techniques that will allow visitors to navigate your site with ease. Prerequisite: Creating Web Pages (DPR A78) or equivalent HTML experience. **Requirements:** Some type of imaging software, such as Photoshop or Paint Shop Pro (any version), and an optional Web page authoring tool, such as Macromedia Dreamweaver, Microsoft FrontPage, or Adobe GoLive.

DAT A03-330, online, 5/21-7/11

CRN 50076

DAT A03-331, online, 6/18-8/8

CRN 50160

INTRODUCTION TO CSS AND XHTML**FEE: \$84**

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

DAT A04-330, online, 5/21-7/11

CRN 50079

DAT A04-331, online, 6/18-8/8

CRN 50161

INTERMEDIATE WEB PAGE DESIGN**FEE: \$84**

Take your Web pages to the next level and acquire better HTML skills. Learn to incorporate small, fast-loading images; add audio and video clips; create attractive page layouts with tables; and use forms to collect data from users. Discover how to add JavaScript and third party tools to enliven your site. Prerequisite: Creating Web Pages (DPR A78) or equivalent HTML experience.

DAT A01-330, online, 5/21-7/11

CRN 50075

DAT A01-331, online, 6/18-8/8

CRN 50159

INTRODUCTION TO MACROMEDIA FLASH**FEE: \$84**

Learn how to create exciting interactive animations from a working Flash designer and author with more than a decade of experience in Flash development. Discover how to create animations, build online applications, manage photos, integrate video, and upload your very own Flash presentations to a Web site. **Specific Requirements:** You'll need a basic knowledge of computers, Macromedia Flash Pro 8 or Macromedia Flash Basic 8. Software must be installed and fully operational before the course begins.

DAT A19-330, online, 5/21-7/11

CRN 50104

DAT A19-331, online, 6/18-8/8

CRN 50165

INTRODUCTION TO PHP AND MYSQL

FEE: \$84

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to use the PHP programming language to generate dynamic Web sites that automatically change as your data changes. You'll also learn how to use the popular MySQL database server with PHP to store and retrieve data over the Web. By the end of this course, you'll develop useful code templates that will help you create your very own dynamic, Web-based, content management system. **Specific Requirements:** Windows NT, Windows 2000, Windows XP, or Windows Vista. Please note: Windows 98 or Windows Me are not suitable for this course.

DAT A18-330, online, 5/21-7/11

CRN 50103

DAT A18-331, online, 6/18-8/8

CRN 50164

Photography

DIGITAL PHOTOGRAPHY

FEE: \$84

Learn about the latest technology in the world of the photographic arts. Course will cover the basics of digital photography, software, the digital darkroom, printing, and Internet and e-mail applications.

ART C04-330, online, 5/21-7/11

CRN 50059

ART C04-331, online, 6/18-8/8

CRN 50143

PHOTOSHOP ELEMENTS FOR DIGITAL PHOTOGRAPHY

FEE: \$84

Bring out the best in your images! Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, this class will take you from novice to accomplished user. **Requirements:** Adobe Photoshop Elements version 2.0 / Adobe Photoshop Elements version 3.0, Windows 98 (or better) or Mac OS X, Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser.

ART C05-330, online, 5/21-7/11

CRN 50060

ART C05-331, online, 6/18-8/8

CRN 50144

PHOTOSHOP ELEMENTS FOR DIGITAL PHOTOGRAPHY II

FEE: \$84

Adobe's Photoshop Elements for Windows is full of outstanding features for advanced editing. Once you've learned the basics, you're ready to see how the more advanced tools work together to allow you to perform detailed editing, build collages, restore old photos, and more. This class is designed for those of you who are already familiar with cropping, printing, and color adjustments, as well the various selection tools. If you're ready to take your photo editing skills to the next level, join us and see what more you can do with the advanced features of Elements. **Requirements:** Adobe Photoshop Elements version 2.0 / Adobe Photoshop Elements version 3.0, Windows 98 (or better) or Mac OS X, Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser.

ART C11-330, online, 5/21-7/11

CRN 50061

ART C11-331, online, 6/18-8/8

CRN 50145

SECRETS OF BETTER PHOTOGRAPHY

FEE: \$84

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting. You'll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still. **Requirements:** A digital or film camera, Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser.

ART B87-330, online, 5/21-7/11

CRN 50058

ART B87-331, online, 6/18-8/8

CRN 50142

Teaching

SURVIVAL KIT FOR NEW TEACHERS

FEE: \$84

Are you a new teacher who feels anxious about entering your first classroom? Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.

TCR B01-330, online, 5/21-7/11

CRN 50134

TCR B01-331, online, 6/18-8/8

CRN 50195

INTRODUCTION TO TEACHING ESL/EFL **FEE: \$84**

Would you like to increase your effectiveness as an English language teacher? Would you like to go beyond the one-size-fits-all approach? Rethink the traditional native vs. non-native speaker distinction, see why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Learn to design fair and accurate tests. Students who successfully complete this course will receive a TESOL Certificate of Completion.

TCR A03-330, online, 5/21-7/11 CRN 50136
TCR A03-331, online, 6/18-8/8 CRN 50197

USING THE INTERNET IN THE CLASSROOM **FEE: \$84**

Harness the power of the Internet to make your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of e-mail and discussion boards. Learn how to safeguard your students and their personal information while they are using the Internet. The Internet can make teaching easier—this course will show you how.

TCR A02-330, online, 5/21-7/11 CRN 50135
TCR A02-331, online, 6/18-8/8 CRN 50196

Test Preparation

GMAT PREPARATION **FEE: \$84**

Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. **Recommended, but not required:** *The Official Guide for GMAT Review, 11th Edition, or The Official Guide for GMAT Verbal Review and The Official Guide for GMAT Quantitative Review.*

GMT P01-330, online, 5/21-7/11 CRN 50124
GMT P01-331, online, 6/18-8/8 CRN 50185

GRE PREPARATION – PART I **FEE: \$84**

Discover powerful strategies for success in the verbal and analytical sections of the GRE. All question types will be covered. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper based and computer administrations of the test. **Specific Requirements:** *Practicing to Take the GRE General Test, 10th Edition.*

GRE P01-330, online, 5/21-7/11 CRN 50125
GRE P01-331, online, 6/18-8/8 CRN 50186

GRE PREPARATION – PART II **FEE: \$84**

Learn a variety of useful techniques for tackling the math section of the GRE. This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time-saving techniques. **Specific Requirements:** *Practicing to Take the GRE General Test, 10th Edition.*

GRE P02-330, online, 5/21-7/11 CRN 50126
GRE P02-331, online, 6/18-8/8 CRN 50187

World Languages and Cultures

BEGINNING CONVERSATIONAL FRENCH **FEE: \$84**

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than a click of your mouse! You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations. **Specific Requirements:** a computer equipped with working speakers or headphones.

LFR E02-330, online, 5/21-7/11 CRN 50130
LFR E02-331, online, 6/18-8/8 CRN 50191

INSTANT ITALIAN**FEE: \$84**

This dynamic course makes learning Italian fun and surprisingly easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice at your computer with a simple mouse click. Cultural notes are included throughout the course to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and promises to enrich your experiences while traveling in Italy. Benissimo! **Specific Requirements:** A computer equipped with working speakers or headphones and Windows Media Player (which comes included with most versions of Windows) or RealPlayer.

ITL B02-330, online, 5/21-7/11

CRN 50129

ITL B02-331, online, 6/18-8/8

CRN 50190

SPEED SPANISH I**FEE: \$84**

This powerful course teaches six easy recipes you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno! **Requirements:** A computer equipped with working speakers or headphones.

LSP B08-330, online, 5/21-7/11

CRN 50131

LSP B08-331, online, 6/18-8/8

CRN 50192