

# ONLINE INSTRUCTION

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Educate yourself at home at your own pace! All you need is

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

**To register for an online class you need to complete Steps 1 and 2 below:**

1. Register for the class with Oakton's Alliance for Lifelong Learning.
2. Complete an **online orientation** at the Education to Go (Ed2go) web site.

For **online orientation** at Ed2go you will set up a new User ID and Password. The User ID and Password that you use for Oakton's Web site will not work at Ed2go. You must create a new account **specifically for Ed2go**. Follow these instructions:

- Go to [www.ed2go.com/oakton.all](http://www.ed2go.com/oakton.all)
- Click on "Courses" or "Orientation"
- Select the course you would like to take
- Click "Enroll Now"
- Choose a start date. Click on "Continue"
- Look for "Don't have an account? Click here and follow the directions to create your User ID and Password"
- Fill out the Student Profile page, and click "Update"

## Business and Personal Finance

### Business Accounting

#### ACCOUNTING FUNDAMENTALS I

**FEE: \$94**

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 A08-300, online, 7/15-9/4	CRN 60077
ACC A08-301, online, 8/19-10/9	CRN 60079
ACC A08-302, online, 9/16-11/6	CRN 60081
ACC A08-303, online, 10/21-12/11	CRN 60082
ACC A08-304, online, 11/11/09-1/1/10	CRN 60084

#### ACCOUNTING FUNDAMENTALS II

**FEE: \$94**

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 A09-300, online, 7/15-9/4	CRN 60085
ACC A09-301, online, 8/19-10/9	CRN 60089
ACC A09-302, online, 9/16-11/6	CRN 60091
ACC A09-303, online, 10/21-12/11	CRN 60092
ACC A09-304, online, 11/11/09-1/1/10	CRN 60093

#### INTRODUCTION TO QUICKBOOKS

**FEE: \$94**

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 Pro or QuickBooks Premier 2007, 2008, or 2009. Not suitable for Macintosh users.

ACC A02-300, online, 7/15-9/4	CRN 60072
ACC A02-301, online, 8/19-10/9	CRN 60073
ACC A02-302, online, 9/16-11/6	CRN 60074
ACC A02-303, online, 10/21-12/11	CRN 60075
ACC A02-304, online, 11/11/09-1/1/10	CRN 60076

## **PERFORMING PAYROLL IN QUICKBOOKS      FEE: \$94**

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, 2007 or 2009, or QuickBooks Pro 2006, 2007 or 2009. Please install the software on your computer before the course begins. Not suitable for Macintosh users.

ACC A11-300, online, 7/15-9/4	CRN 60142
ACC A11-301, online, 8/19-10/9	CRN 60144
ACC A11-302, online, 9/16-11/6	CRN 60145
ACC A11-303, online, 10/21-12/11	CRN 60147
ACC A11-304, online, 11/11/09-1/1/10	CRN 60148

## **QUICKBOOKS FOR CONTRACTORS      FEE: \$94**

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 or 2007, or QuickBooks Pro 2006 or 2007. Please install the software on your computer before the course begins. Not suitable for Macintosh users.

ACC A10-300, online, 7/15-9/4	CRN 60094
ACC A10-301, online, 8/19-10/9	CRN 60095
ACC A10-302, online, 9/16-11/6	CRN 60096
ACC A10-303, online, 10/21-12/11	CRN 60098
ACC A10-304, online, 11/11/09-1/1/10	CRN 60133

## **INTRODUCTION TO PEACHTREE ACCOUNTING 2009      FEE: \$94**

Perform your everyday accounting tasks using Peachtree, and save you time, effort, and money by making these tasks easier than doing them by hand and cheaper than paying a professional to do them for you. You'll be amazed how much easier your business life can become in just six weeks! Course is intended for small business owners. **Specific Requirements:** Peachtree Complete Accounting 2008 or 2009. Course is not suitable for Macintosh users.

ACC A12-300, online, 7/15-9/4	CRN 60150
ACC A12-301, online, 8/19-10/9	CRN 60151
ACC A12-302, online, 9/16-11/6	CRN 60155
ACC A12-303, online, 10/21-12/11	CRN 60156
ACC A12-304, online, 11/11/09-1/1/10	CRN 60157

## **INTRODUCTION TO MS OFFICE ACCOUNTING PROFESSIONAL 2008      FEE: \$94**

Learn how to use Microsoft Office Accounting Professional from a Certified Public Accountant. Course is tailored for small businesses with fewer than 25 employees. Through easy-to-follow instructions and hands-on activities, you'll get comfortable with every major accounting task you need to do—from balancing the company checkbook, to preparing financial statements, to creating listings on eBay. **Specific Requirements:** Microsoft Office Accounting Professional 2008. Course is not suitable for Macintosh users.

ACC A13-300, online, 7/15-9/4	CRN 60158
ACC A13-301, online, 8/19-10/9	CRN 60159
ACC A13-302, online, 9/16-11/6	CRN 60160
ACC A13-303, online, 10/21-12/11	CRN 60161
ACC A13-304, online, 11/11/09-1/1/10	CRN 60162

## **Personal Finance**

### **ONLINE INVESTING      FEE: \$94**

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 E07-300, online, 7/15-9/4	CRN 61533
FIN E07-301, online, 8/19-10/9	CRN 61534
FIN E07-302, online, 9/16-11/6	CRN 61535
FIN E07-303, online, 10/21-12/11	CRN 61536
FIN E07-304, online, 11/11/09-1/1/10	CRN 61537

**PERSONAL FINANCE****FEE: \$94**

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 E01-300, online, 7/15-9/4	CRN 61528
FIN E01-301, online, 8/19-10/9	CRN 61529
FIN E01-302, online, 9/16-11/6	CRN 61530
FIN E01-303, online, 10/21-12/11	CRN 61531
FIN E01-304, online, 11/11/09-1/1/10	CRN 61532

**INTRODUCTION TO STOCK OPTIONS****FEE: \$94**

Take advantage of the down market, and get prepared for the better times as well! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks. The course is taught by an option guru, who actively traded options for almost 20 years, and has a keen understanding of stock options. **Requirements:** Adobe Flash and PDF plug-ins (download for free from <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

FIN E22-300, online, 7/15-9/4	CRN 61538
FIN E22-301, online, 8/19-10/9	CRN 61539
FIN E22-302, online, 9/16-11/6	CRN 61540
FIN E22-303, online, 10/21-12/11	CRN 61541
FIN E22-304, online, 11/11/09-1/1/10	CRN 61542

**REAL ESTATE INVESTING****FEE: \$94**

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 E07-300, online, 7/15-9/4	CRN 61449
REL E07-301, online, 8/19-10/9	CRN 61450
REL E07-302, online, 9/16-11/6	CRN 61451
REL E07-303, online, 10/21-12/11	CRN 61452
REL E07-304, online, 11/11/09-1/1/10	CRN 61453

**REAL ESTATE INVESTING II:  
FINANCING YOUR PROPERTY****FEE: \$94**

Discover the tools professional investors use to crunch numbers and analyze potential deals. Find out how you can easily perform real estate investment calculations – even if you're allergic to math – using pre-designed Microsoft Excel worksheets that calculate investment returns, mortgage amortization, cash flow forecasting, and many other functions! You'll also learn how credit affects your borrowing power and what you can do to improve it, how various loan products can help you reach your investment goals, and how to maximize your profits with potent tax benefits. Recommended: "Real Estate Investing" online course.

REL E11-300, online, 7/15-9/4	CRN 61454
REL E11-301, online, 8/19-10/9	CRN 61455
REL E11-302, online, 9/16-11/6	CRN 61456
REL E11-303, online, 10/21-12/11	CRN 61457
REL E11-304, online, 11/11/09-1/1/10	CRN 61458

# Careers/Job Development

## Careers

### **ADMINISTRATIVE ASSISTANT FUNDAMENTALS      FEE: \$94**

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 A42-300, online, 7/15-9/4	CRN 60323
BUB A42-301, online, 8/19-10/9	CRN 60324
BUB A42-302, online, 9/16-11/6	CRN 60326
BUB A42-303, online, 10/21-12/11	CRN 60327
BUB A42-304, online, 11/11/09-1/1/10	CRN 60328

### **BECOME A VETERINARY ASSISTANT      FEE: \$94**

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 E36-300, online, 7/15-9/4	CRN 60347
BUB E36-301, online, 8/19-10/9	CRN 60348
BUB E36-302, online, 9/16-11/6	CRN 60349
BUB E36-303, online, 10/21-12/11	CRN 60351
BUB E36-304, online, 11/11/09-1/1/10	CRN 60353

### **GET PAID TO TRAVEL      FEE: \$94**

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 E37-300, online, 7/15-9/4	CRN 60358
BUB E37-301, online, 8/19-10/9	CRN 60359
BUB E37-302, online, 9/16-11/6	CRN 60400
BUB E37-303, online, 10/21-12/11	CRN 60403
BUB E37-304, online, 11/11/09-1/1/10	CRN 60404

### **START YOUR OWN SMALL BUSINESS      FEE: \$94**

Put your dream of starting a business into action. Begin by discovering the right business opportunity. Then learn everything you need to know to start a business, including start-up options, proven marketing techniques, traditional and innovative financing options, and practical employee management tips. Discover the differences between the successful entrepreneurs and the struggling ones, and learn how to manage one of the most valuable resources that often get overlooked – your time.

BUB A26-300, online, 7/15-9/4	CRN 60243
BUB A26-301, online, 8/19-10/9	CRN 60244
BUB A26-302, online, 9/16-11/6	CRN 60247
BUB A26-303, online, 10/21-12/11	CRN 60249
BUB A26-304, online, 11/11/09-1/1/10	CRN 60253

### **TWELVE STEPS FOR A SUCCESSFUL JOB SEARCH      FEE: \$94**

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 E01-300, online, 7/15-9/4	CRN 60329
BUB E01-301, online, 8/19-10/9	CRN 60330
BUB E01-302, online, 9/16-11/6	CRN 60331
BUB E01-303, online, 10/21-12/11	CRN 60333
BUB E01-304, online, 11/11/09-1/1/10	CRN 60334

## MEDICAL CODING

FEE: \$94

Explore a career as a medical coder for physicians. Learn how medical coding works and how to find codes for diseases, conditions, treatment, and surgical procedures. Learn the different types of medical codes required to describe every aspect of a patient's visit, and how that information is reported to an insurance company. No prior medical experience is required, but knowledge of medical terminology and human anatomy is helpful. Required Books: *2009 CPT Manual, Standard Edition and 2009 ICD-9-CM, Volumes 1 & 2.*

**Note:** This course does not lead to any type of professional certification or a degree, and is not associated with Oakton's Health Information Technology programs.

MED A10-300, online, 7/15-9/4	CRN 61422
MED A10-301, online, 8/19-10/9	CRN 61423
MED A10-302, online, 9/16-11/6	CRN 61424
MED A10-303, online, 10/21-12/11	CRN 61425
MED A10-304, online, 11/11/09-1/1/10	CRN 61426

## START YOUR OWN ARTS AND CRAFTS BUSINESS

FEE: \$94

Learn how to start your own arts and crafts business from a professional award-winning artist. Discover how to find your niche and create your own unique business identity. Find out what makes marketing in the arts and crafts business different from marketing in most other enterprises. Get insiders secrets too, by learning how to find and get into the best craft shows, design attractive booths that draw customers in, and price your work for success.

BUB A06-300, online, 7/15-9/4	CRN 60209
BUB A06-301, online, 8/19-10/9	CRN 60210
BUB A06-302, online, 9/16-11/6	CRN 60211
BUB A06-303, online, 10/21-12/11	CRN 60212
BUB A06-304, online, 11/11/09-1/1/10	CRN 60213

## Paralegal Preparation Series

If you are interested in becoming a paralegal, completing this program will take you one step closer to your goal. This six-course series will provide you with the skills and knowledge you will need to perform the basic duties of a paralegal. By the time you finish this series, you will have a solid understanding of what activities a paralegal must perform and how to perform them.

**IMPORTANT: Please understand that this is a noncredit program and it does not lead to any type of professional certification or a degree. Although there is no current requirement in any state other than California that a paralegal have any level of professional experience or hold any type of degree, most employers prefer to hire paralegals that have experience working in a law office and/or an associate's degree, in addition to the skills and knowledge taught in this program. If you have not already done so, we recommend that you work as an intern in a law office and/or enroll in an accredited two-year college degree program while (or soon after) completing this series.**

Required books:

***Basics of Legal Document Preparation***, Robert R. Cummins, Albany: Delmar Publishers Inc., 1997

***Federal Civil Rules Booklet***, current edition

***Introduction to Paralegalism: Perspectives, Problems and Skills, 6th Edition***, by William Statsky, Minneapolis/St. Paul: West Publishing Company, 1997

***Paralegal Procedures and Practices***, by Scott A. and Lisa Zimmer Hatch. Minneapolis/St. Paul: West Publishing Company, 1993

## PARALEGAL PREPARATION I FEE: \$167

Legal Terminology, Process, Ethics, Tort and Contract Law. The course provides an overview of the American judicial system focusing on the origins of American law and the litigation process.

BUB A45-300, online, 7/15-9/4	CRN 60255
BUB A45-301, online, 8/19-10/9	CRN 60256
BUB A45-302, online, 9/16-11/6	CRN 60257
BUB A45-303, online, 10/21-12/11	CRN 60258
BUB A45-304, online, 11/11/09-1/1/10	CRN 60259

**PARALEGAL PREPARATION II****FEE: \$167**

Legal Documents and Analysis. The course provides an overview of common legal documents. You will prepare sample documents and learn to analyze legal problems.

BUB A46-300, online, 7/15-9/4	CRN 60260
BUB A46-301, online, 8/19-10/9	CRN 60272
BUB A46-302, online, 9/16-11/6	CRN 60273
BUB A46-303, online, 10/21-12/11	CRN 60274
BUB A46-304, online, 11/11/09-1/1/10	CRN 60275

**PARALEGAL PREPARATION III****FEE: \$167**

Evidence, Legal Interviewing and Investigation. The course provides an overview of how evidence is gathered and used in a civil case.

BUB A47-300, online, 7/15-9/4	CRN 60276
BUB A47-301, online, 8/19-10/9	CRN 60277
BUB A47-302, online, 9/16-11/6	CRN 60278
BUB A47-303, online, 10/21-12/11	CRN 60279
BUB A47-304, online, 11/11/09-1/1/10	CRN 60286

**PARALEGAL PREPARATION IV****FEE: \$167**

Legal Authority and Research. Students will acquire the skills and knowledge needed to conduct legal research.

BUB A48-300, online, 7/15-9/4	CRN 60289
BUB A48-301, online, 8/19-10/9	CRN 60291
BUB A48-302, online, 9/16-11/6	CRN 60292
BUB A48-303, online, 10/21-12/11	CRN 60293
BUB A48-304, online, 11/11/09-1/1/10	CRN 60294

**PARALEGAL PREPARATION V****FEE: \$167**

Computerized Legal Research, Legal Writing and Appellate Procedure. The course explains how to use computers to assist in legal research. You will practice your legal writing skills by preparing a sample appellate brief.

BUB A49-300, online, 7/15-9/4	CRN 60296
BUB A49-301, online, 8/19-10/9	CRN 60297
BUB A49-302, online, 9/16-11/6	CRN 60298
BUB A49-303, online, 10/21-12/11	CRN 60316
BUB A49-304, online, 11/11/09-1/1/10	CRN 60317

**PARALEGAL PREPARATION VI****FEE: \$167**

Law Office Administration and Advocacy. Job Hunting Techniques. The course provides the overview of the paralegal duties in the law office and presents techniques for finding a job as a paralegal.

BUB A50-300, online, 7/15-9/4	CRN 60318
BUB A50-301, online, 8/19-10/9	CRN 60319
BUB A50-302, online, 9/16-11/6	CRN 60320
BUB A06-303, online, 10/21-12/11	CRN 60321
BUB A50-304, online, 11/11/09-1/1/10	CRN 60322

**Job Development****DISTRIBUTION AND LOGISTICS MANAGEMENT****FEE: \$94**

Distribution and logistics management is a critical company function related to reducing costs while increasing customer satisfaction. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, and order fulfillment. You also will find out how to incorporate modern technology, such as Enterprise Resource Planning, bar coding, Electronic Data Exchange, and much more.

BUS A17-300, online, 7/15-9/4	CRN 60412
BUS A17-301, online, 8/19-10/9	CRN 60413
BUS A17-302, online, 9/16-11/6	CRN 60414
BUS A17-303, online, 10/21-12/11	CRN 60415
BUS A17-304, online, 11/11/09-1/1/10	CRN 60416

**INTRODUCTION TO BUSINESS ANALYSIS      FEE: \$94**

The days of making critical business decisions by instinct or coin toss are long gone. Gain business advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective decisions. If you are planning a career in business, you cannot afford to miss this course! Requirement: Basic algebra proficiency.

BUS A16-300, online, 7/15-9/4	CRN 60405
BUS A16-301, online, 8/19-10/9	CRN 60406
BUS A16-302, online, 9/16-11/6	CRN 60408
BUS A16-303, online, 10/21-12/11	CRN 60410
BUS A16-304, online, 11/11/09-1/1/10	CRN 60411

*New!*

**BUSINESS LAW FOR SMALL BUSINESS OWNER      FEE: \$94**

Learn how to successfully protect your small business and solve most of the legal problems that may arise. Discover how to avoid the costly mistakes that many small business owners make in areas such as contracts, employee relations, customer relations, and choosing the right business model. Find out how to deal with government licensing requirements and regulations, as well as problems with tax collectors. And you'll come away knowing how to handle many minor legal disputes on your own and understanding the special considerations of home-based and Internet-based businesses.

BUS B20-300, online, 7/15-9/4	CRN 60417
BUS B20-301, online, 8/19-10/9	CRN 61359
BUS B20-302, online, 9/16-11/6	CRN 61363
BUS B20-303, online, 10/21-12/11	CRN 61364
BUS B20-304, online, 11/11/09-1/1/10	CRN 61365

**MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH      FEE: \$94**

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background is necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.

MED E01-300, online, 7/15-9/4	CRN 61427
MED E01-301, online, 8/19-10/9	CRN 61439
MED E01-302, online, 9/16-11/6	CRN 61440
MED E01-303, online, 10/21-12/11	CRN 61441
MED E01-304, online, 11/11/09-1/1/10	CRN 61442

**FUNDAMENTALS OF SUPERVISION AND MANAGEMENT      FEE: \$94**

Have you been recently promoted to a supervisory or management position? Want to learn how to become a more effective manager? Then this course is for you. It will help you master the basics of business by learning the language of management. Learn the skills required to delegate responsibility and motivate employees, find out how to influence and direct other people's performance, learn how to solve problems, resolve conflicts, and manage your time so that you can deal with the constant demands of a managerial job.

BUB A23-300, online, 7/15-9/4	CRN 60214
BUB A23-301, online, 8/19-10/9	CRN 60234
BUB A23-302, online, 9/16-11/6	CRN 60235
BUB A23-303, online, 10/21-12/11	CRN 60237
BUB A23-304, online, 11/11/09-1/1/10	CRN 60242

**WINNING STRATEGY FOR THE COURTROOM      FEE: \$94**

Is your lawyer handling your case correctly? How would you know? Learn what it takes to win in civil court from an experienced attorney who has tried and won hundreds of cases. Discover the winning techniques that are followed from the initial client interview, and discovery of evidence, to the actual trial. Find out how the system really works, and the common mistakes that often lead to defeat. This course is a must for both the general public and the aspiring legal professional.

LAW B05-300, online, 7/15-9/4	CRN 61389
LAW B05-301, online, 8/19-10/9	CRN 61390
LAW B05-302, online, 9/16-11/6	CRN 61391
LAW B05-303, online, 10/21-12/11	CRN 61393
LAW B05-304, online, 11/11/09-1/1/10	CRN 61394

## Job Search

*New!*

### **MAKING AGE AN ASSET IN YOUR JOB SEARCH      FEE: \$49**

Are you over 50 and considering a new career? This course, based on research and programs developed by AARP (Association for the Advancement of Retired Persons), is a guide for people over 50 looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. Discover how you can capitalize on your age and experience as you reposition yourself in today's workplace. Find out how to use the AARP Foundation's new self-assessment tool, *WorkSearch*. By the end of the course, you'll know how your work and life skills can meet the needs of employers who are hiring today, and be fully prepared to begin your winning job search! *Offered at a special discounted price of \$49 for fall 2009 only.*

BUB E40-300, online, 7/15-9/4	CRN 61371
BUB E40-301, online, 8/19-10/9	CRN 61372
BUB E40-302, online, 9/16-11/6	CRN 61376
BUB E40-303, online, 10/21-12/11	CRN 61377
BUB E40-304, online, 11/11-1/1/10	CRN 61378

## Computers

### **Beginning Computer Skills**

#### **COMPUTER SKILLS FOR THE WORKPLACE      FEE: \$94**

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) or newer.

DAT A17-300, online, 7/15-9/4	CRN 60558
DAT A17-301, online, 8/19-10/9	CRN 60559
DAT A17-302, online, 9/16-11/6	CRN 60560
DAT A17-303, online, 10/21-12/11	CRN 60561
DAT A17-304, online, 11/11/09-1/1/10	CRN 60562

#### **INTRODUCTION TO PC TROUBLESHOOTING      FEE: \$94**

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 A28-300, online, 7/15-9/4	CRN 61229
DPR A28-301, online, 8/19-10/9	CRN 61230
DPR A28-302, online, 9/16-11/6	CRN 61231
DPR A28-303, online, 10/21-12/11	CRN 61232
DPR A28-304, online, 11/11/09-1/1/10	CRN 61233

#### **INTRODUCTION TO PC SECURITY      FEE: \$94**

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 A49-300, online, 7/15-9/4	CRN 61239
DPR A49-301, online, 8/19-10/9	CRN 61240
DPR A49-302, online, 9/16-11/6	CRN 61241
DPR A49-303, online, 10/21-12/11	CRN 61242
DPR A49-304, online, 11/11/09-1/1/10	CRN 61243

## INTRODUCTION TO WINDOWS XP

FEE: \$94

Windows XP is 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:** A computer equipped with Microsoft Windows XP.

DPR A23-300, online, 7/15-9/4	CRN 61224
DPR A23-301, online, 8/19-10/9	CRN 61225
DPR A23-302, online, 9/16-11/6	CRN 61226
DPR A23-303, online, 10/21-12/11	CRN 61227
DPR A23-304, online, 11/11/09-1/1/10	CRN 61228

## INTRODUCTION TO WINDOWS: VISTA

FEE: \$94

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 A23-305, online, 7/15-9/4	CRN 61561
DPR A23-306, online, 8/19-10/9	CRN 61562
DPR A23-307, online, 9/16-11/6	CRN 61563
DPR A23-308, online, 10/21-12/11	CRN 61564
DPR A23-309, online, 11/11/09-1/1/10	CRN 61565

## Database

### INTRODUCTION TO SQL

FEE: \$94

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), or 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 A21-300, online, 7/15-9/4	CRN 61580
CPT A21-301, online, 8/19-10/9	CRN 61581
CPT A21-302, online, 9/16-11/6	CRN 61582
CPT A21-303, online, 10/21-12/11	CRN 61583
CPT A21-304, online, 11/11/09-1/1/10	CRN 61584

## Networking

### INTRODUCTION TO NETWORKING

FEE: \$94

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 A50-300, online, 7/15-9/4	CRN 61244
DPR A50-301, online, 8/19-10/9	CRN 61245
DPR A50-302, online, 9/16-11/6	CRN 61246
DPR A50-303, online, 10/21-12/11	CRN 61247
DPR A50-304, online, 11/11/09-1/1/10	CRN 61558

## Programming

*New!*

### INTRODUCTION TO RUBY PROGRAMMING

**FEE: \$94**

Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. You'll see how the popular Ruby on Rails framework environment creates much of the code for you, and how to use the Ruby programming language to modify the code to customize your Web site. The blog we'll create also uses the popular MySQL database server to store the blog data that appears on the site, and it provides a search feature to allow visitors to easily search past blog entries. **Requirements:** Adobe Flash and PDF plug-ins (download for free from [www.adobe.com/downloads](http://www.adobe.com/downloads) by clicking Get Adobe Flash Player and Get Adobe Reader).

DPR A10-300, online, 7/15-9/4	CRN 61118
DPR A10-301, online, 8/19-10/9	CRN 61120
DPR A10-302, online, 9/16-11/6	CRN 61121
DPR A10-303, online, 10/21-12/11	CRN 61122
DPR A10-304, online, 11/11/09-1/1/10	CRN 61123

### INTRODUCTION TO JAVA PROGRAMMING

**FEE: \$94**

Java is one of the most widely used computer languages in the world, and it's easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy-to-understand examples and skill-building exercises. By the time we're done, you'll be comfortable with Java programming and ready for more! The most recent versions of the Java Development Kit (JDK) and BlueJ will be used. Download and installation instructions will be provided during the course.

DAT A07-300, online, 7/15-9/4	CRN 60548
DAT A07-301, online, 8/19-10/9	CRN 60549
DAT A07-302, online, 9/16-11/6	CRN 60550
DAT A07-303, online, 10/21-12/11	CRN 60551
DAT A07-304, online, 11/11/09-1/1/10	CRN 60552

### INTERMEDIATE JAVA PROGRAMMING

**FEE: \$94**

Deepen your understanding of Java, and start writing programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java's class hierarchy and inheritance. Explore of the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems.

**Requirement:** Completion of "Introduction to Java Programming" or equivalent experience.

DAT A08-300, online, 7/15-9/4	CRN 60553
DAT A08-301, online, 8/19-10/9	CRN 60554
DAT A08-302, online, 9/16-11/6	CRN 60555
DAT A08-303, online, 10/21-12/11	CRN 60556
DAT A08-304, online, 11/11/09-1/1/10	CRN 60557

## Software for the Office

*New!*

### MICROSOFT OFFICE 2007: NEW FEATURES

**FEE: \$94**

In this course, you'll learn how to use the new features of Microsoft Office 2007. On the surface, MS Office 2007 looks a lot different than previous versions, but by learning to understand the new Ribbon interface, you'll quickly get back on the road to productivity. Before you know it, you'll be using each program with ease, accomplishing your work faster and creating documents that look better than ever. This course assumes a basic knowledge of Word, Excel, PowerPoint, and Access 2003. The course is not suitable for Macintosh users. **Specific Requirements:** Microsoft Office 2007; Microsoft Windows XP or Vista; Adobe Flash Player; and Adobe Reader.

DPR A21-300, online, 7/15-9/4	CRN 61566
DPR A21-301, online, 8/19-10/9	CRN 61567
DPR A21-302, online, 9/16-11/6	CRN 61568
DPR A21-303, online, 10/21-12/11	CRN 61569
DPR A21-304, online, 11/11-1/1/10	CRN 61570

**INTRODUCTION TO MICROSOFT ACCESS      FEE: \$94**

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, 2000 or Vista, and Microsoft Access or Office Professional 2003 or 2007. Not suitable for Macintosh.

DPR A71-300, online, 7/15-9/4	CRN 61474
DPR A71-301, online, 8/19-10/9	CRN 61484
DPR A71-302, online, 9/16-11/6	CRN 61485
DPR A71-303, online, 10/21-12/11	CRN 61486
DPR A71-304, online, 11/11/09-1/1/10	CRN 61487

**INTERMEDIATE MICROSOFT ACCESS      FEE: \$94**

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, 2000 or Vista, and Microsoft Access or Office Professional 2003 or 2007. Not suitable for Macintosh.

DPR A98-300, online, 7/15-9/4	CRN 61513
DPR A98-301, online, 8/19-10/9	CRN 61514
DPR A98-302, online, 9/16-11/6	CRN 61515
DPR A98-303, online, 10/21-12/11	CRN 61516
DPR A98-304, online, 11/11/09-1/1/10	CRN 61517

**INTRODUCTION TO MICROSOFT EXCEL      FEE: \$94**

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, 2000 or Vista, and Microsoft Excel or Office Professional 2003 or 2007. Not suitable for Macintosh.

DPR A84-300, online, 7/15-9/4	CRN 61503
DPR A84-301, online, 8/19-10/9	CRN 61504
DPR A84-302, online, 9/16-11/6	CRN 61505
DPR A84-303, online, 10/21-12/11	CRN 61506
DPR A84-304, online, 11/11/09-1/1/10	CRN 61507

**INTERMEDIATE MICROSOFT EXCEL      FEE: \$94**

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 A89) or equivalent. **Requirements:** Microsoft Windows XP, 2000 or Vista, and Microsoft Excel or Office Professional 2003 or 2007. Not suitable for Macintosh.

DPR A85-300, online, 7/15-9/4	CRN 61508
DPR A85-301, online, 8/19-10/9	CRN 61509
DPR A85-302, online, 9/16-11/6	CRN 61510
DPR A85-303, online, 10/21-12/11	CRN 61511
DPR A85-304, online, 11/11/09-1/1/10	CRN 61512

**MAKING MOVIES WITH WINDOWS XP      FEE: \$94**

Learn how to turn your home video into truly entertaining digital movies. If you have Windows XP, you already have Microsoft Movie Maker—the program that makes creating professional-quality movies fun and easy. Edit your existing video to show only the best parts, and leave out the not-so-good parts. Add special effects, titles, credits, photos, background music, and sound effects like a pro. Finally, learn how to share your cinematic masterpiece with family and friends by e-mail, the Web, CD, and DVD.

DPR E05-300, online, 7/15-9/4	CRN 61518
DPR E05-301, online, 8/19-10/9	CRN 61519
DPR E05-302, online, 9/16-11/6	CRN 61520
DPR E05-303, online, 10/21-12/11	CRN 61521
DPR E05-304, online, 11/11/09-1/1/10	CRN 61522

**MICROSOFT POWERPOINT****FEE: \$94**

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, 2000 or Vista, and Microsoft Powerpoint or Office Professional 2003 or 2007. Not suitable for Macintosh.

DPR A70-300, online, 7/15-9/4	CRN 61469
DPR A70-301, online, 8/19-10/9	CRN 61470
DPR A70-302, online, 9/16-11/6	CRN 61471
DPR A70-303, online, 10/21-12/11	CRN 61472
DPR A70-304, online, 11/11/09-1/1/10	CRN 61473

**INTRODUCTION TO MICROSOFT WORD****FEE: \$94**

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, 2000 or Vista, and Microsoft Word or Office Professional 2003 or 2007. Not suitable for Macintosh.

DPR A83-300, online, 7/15-9/4	CRN 61498
DPR A83-301, online, 8/19-10/9	CRN 61499
DPR A83-302, online, 9/16-11/6	CRN 61500
DPR A83-303, online, 10/21-12/11	CRN 61501
DPR A83-304, online, 11/11/09-1/1/10	CRN 61502

**INTERMEDIATE MICROSOFT WORD****FEE: \$94**

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, 2000 or Vista, and Microsoft Word or Office Professional 2003 or 2007. Not suitable for Macintosh.

DPR A80-300, online, 7/15-9/4	CRN 61493
DPR A80-301, online, 8/19-10/9	CRN 61494
DPR A80-302, online, 9/16-11/6	CRN 61495
DPR A80-303, online, 10/21-12/11	CRN 61496
DPR A80-304, online, 11/11/09-1/1/10	CRN 61497

**INTRODUCTION TO MS PUBLISHER****FEE: \$94**

Learn how Microsoft's comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. And if you're new to graphic design, you'll receive plenty of expert guidance in selecting and using images, colors, and layouts. **Requirements:** Microsoft Windows 2000, XP or Vista; Microsoft Publisher 2003 or Microsoft Office 2003; Microsoft Publisher 2007 or MS Office 2007 (Small Business Edition or Professional Edition only). Course is not suitable for Macintosh users.

DPR A08-300, online, 7/15-9/4	CRN 61129
DPR A08-301, online, 8/19-10/9	CRN 61130
DPR A08-302, online, 9/16-11/6	CRN 61131
DPR A08-303, online, 10/21-12/11	CRN 61132
DPR A08-304, online, 11/11/09-1/1/10	CRN 61133

**INTRODUCTION TO MS OUTLOOK****FEE: \$94**

Harness the communication and information management power of Microsoft Office Outlook. Take advantage of its redesigned interface and new features to become more organized and productive than ever before. Work with Calendar, Contacts, and other personal information management tools. Learn how to use the new Research Library, an incredible online reference tool, without leaving Outlook. Find out how to protect, back up and restore your information. **Specific Requirements:** Windows XP or Vista, MS Office Outlook 2003 or MS Office Outlook 2007. Course is not suitable for Macintosh users.

DPR A12-300, online, 7/15-9/4	CRN 61134
DPR A12-301, online, 8/19-10/9	CRN 61137
DPR A12-302, online, 9/16-11/6	CRN 61138
DPR A12-303, online, 10/21-12/11	CRN 61139
DPR A12-304, online, 11/11/09-1/1/10	CRN 61140

## Web Design

### **BUILD A WEBSITE WITH DREAMWEAVER      FEE: \$94**

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).

DPR A37-300, online, 7/15-9/4	CRN 61234
DPR A37-301, online, 8/19-10/9	CRN 61235
DPR A37-302, online, 9/16-11/6	CRN 61236
DPR A37-303, online, 10/21-12/11	CRN 61237
DPR A37-304, online, 11/11/09-1/1/10	CRN 61238

### **CREATING WEB PAGES (HTML) I      FEE: \$94**

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 A78-300, online, 7/15-9/4	CRN 61488
DPR A78-301, online, 8/19-10/9	CRN 61489
DPR A78-302, online, 9/16-11/6	CRN 61490
DPR A78-303, online, 10/21-12/11	CRN 61491
DPR A78-304, online, 11/11/09-1/1/10	CRN 61492

### **INTERMEDIATE WEB PAGE DESIGN      FEE: \$94**

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 A01-300, online, 7/15-9/4	CRN 60528
DAT A01-301, online, 8/19-10/9	CRN 60529
DAT A01-302, online, 9/16-11/6	CRN 60530
DAT A01-303, online, 10/21-12/11	CRN 60531
DAT A01-304, online, 11/11/09-1/1/10	CRN 60532

### **DESIGNING EFFECTIVE WEB SITES      FEE: \$94**

These days, creating a Web site is so easy almost anyone can do it. However, creating a site that's effective is more challenging than ever. Take your skills to the next level by learning good Web design principles! Explore the concepts of interactivity; user-centered design and information delivery. **Requirements:** Completion of "Creating Web Pages I and II" or equivalent HTML or Web authoring tool experience. Optional: Any Imaging program, such as Photoshop or Paint Shop Pro, and a Web Page authoring tool, such as Macromedia Dreamweaver or Microsoft Expression Web.

DAT A03-300, online, 7/15-9/4	CRN 60533
DAT A03-301, online, 8/19-10/9	CRN 60534
DAT A03-302, online, 9/16-11/6	CRN 60535
DAT A03-303, online, 10/21-12/11	CRN 60536
DAT A03-304, online, 11/11/09-1/1/10	CRN 60537

### **INTRODUCTION TO CSS AND XHTML      FEE: \$94**

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.

DAT A04-300, online, 7/15-9/4	CRN 60538
DAT A04-301, online, 8/19-10/9	CRN 60539
DAT A04-302, online, 9/16-11/6	CRN 60540
DAT A04-303, online, 10/21-12/11	CRN 60541
DAT A04-304, online, 11/11/09-1/1/10	CRN 60542

**INTERMEDIATE TO CSS AND XHTML****FEE: \$94**

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 A21-300, online, 7/15-9/4	CRN 61100
DAT A21-301, online, 8/19-10/9	CRN 61101
DAT A21-302, online, 9/16-11/6	CRN 61102
DAT A21-303, online, 10/21-12/11	CRN 61107
DAT A21-304, online, 11/11/09-1/1/10	CRN 61109

**INTRODUCTION TO MACROMEDIA FLASH****FEE: \$94**

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. **Requirements:** You'll need a basic knowledge of computers, Macromedia Flash Pro 8 or Macromedia Flash Basic 8 or Flash MX 2004. Software must be installed and fully operational before the course begins.

DAT A19-300, online, 7/15-9/4	CRN 60568
DAT A19-301, online, 8/19-10/9	CRN 60569
DAT A19-302, online, 9/16-11/6	CRN 60570
DAT A19-303, online, 10/21-12/11	CRN 61088
DAT A19-304, online, 11/11/09-1/1/10	CRN 61094

**INTRODUCTION TO PHP AND MYSQL****FEE: \$94**

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. **Requirements:** Windows NT, Windows 2000, Windows XP, or Windows Vista. Please note: Windows 98 or Windows Me are not suitable for this course.

DAT A18-300, online, 7/15-9/4	CRN 60563
DAT A18-301, online, 8/19-10/9	CRN 60564
DAT A18-302, online, 9/16-11/6	CRN 60565
DAT A18-303, online, 10/21-12/11	CRN 60566
DAT A18-304, online, 11/11/09-1/1/10	CRN 60567

**INTERMEDIATE PHP AND MYSQL****FEE: \$94**

Create an interactive online store that allows customers to browse a catalog to select items, place them in a shopping cart, and complete an order. See how the popular MySQL database server stores product information (including images) and tracks customer orders. Learn how to use the PHP programming language to display product images, allow customers to shop online using a shopping cart, and provide an administrative section to manage the store.

DAT A22-300, online, 7/15-9/4	CRN 61110
DAT A22-301, online, 8/19-10/9	CRN 61111
DAT A22-302, online, 9/16-11/6	CRN 61112
DAT A22-303, online, 10/21-12/11	CRN 61114
DAT A22-304, online, 11/11/09-1/1/10	CRN 61117

## Personal Development

*New!***HEALING THROUGH HYPNOSIS****FEE: \$94**

Take a fun, Informative, and entertaining look at the history, methods and application of hypnotic suggestion. Learn how and why hypnosis works, what types of people are susceptible to hypnotic suggestion, how to induce trance, and how to script and deliver an appropriate suggestion during hypnosis. Discover methods of using hypnosis for dramatic life changes, including weight control, overcoming addictions and anxieties, correcting sleep disorders, ending unwanted behaviors, improving your memory, managing pain, and more. You'll also learn about regression, false memories, and how to recognize situations when the use of hypnosis is not appropriate.

HEA C08-300, online, 7/15-9/4	CRN 61366
HEA C08-301, online, 8/19-10/9	CRN 61367
HEA C08-302, online, 9/16-11/6	CRN 61368
HEA C08-303, online, 10/21-12/11	CRN 61369
HEA C08-304, online, 11/11/09-1/1/10	CRN 61370

**ENJOYING EUROPEAN ART ONLINE****FEE: \$94**

The art and architecture of Europe offer an overwhelming array of choices capable of exhausting even the most dedicated art lover. Whether you are planning a trip to Europe, or just want a better understanding of European art, this course will introduce you to the most important examples, and teach you how to get the most out of the viewing experience.

ART E60-300, online, 7/15-9/4	CRN 60204
ART E60-301, online, 8/19-10/9	CRN 60205
ART E60-302, online, 9/16-11/6	CRN 60206
ART E60-303, online, 10/21-12/11	CRN 60207
ART E60-304, online, 11/11/09-1/1/10	CRN 60208

**OUTDOOR SURVIVAL TECHNIQUES****FEE: \$94**

Be prepared to act during emergencies in remote and stranded conditions. Shape your attitude and learn essential survival skills for any outdoor situation. Learn to develop a survival kit; use a map and a compass; make a fire without matches or lighters; find out how to purify any water source; construct a solar still; identify wild plants that can be used as survival foods; and how to fish, hunt, and trap for protein.

Class will be discontinued after 9/1/09.

REC E90-300, online, 7/15-9/4	CRN 61559
REC E90-301, online, 8/19-10/9	CRN 61560

**GET ASSERTIVE****FEE: \$94**

Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Find out the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don't be afraid to speak out!

PSY B14-300, online, 7/15-9/4	CRN 61443
PSY B14-301, online, 8/19-10/9	CRN 61444
PSY B14-302, online, 9/16-11/6	CRN 61446
PSY B14-303, online, 10/21-12/11	CRN 61447
PSY B14-304, online, 11/11/09-1/1/10	CRN 61448

## Photography and Digital Imaging

**DIGITAL PHOTOGRAPHY****FEE: \$94**

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 C04-300, online, 7/15-9/4	CRN 60171
ART C04-301, online, 8/19-10/9	CRN 60173
ART C04-302, online, 9/16-11/6	CRN 60176
ART C04-303, online, 10/21-12/11	CRN 60177
ART C04-304, online, 11/11/09-1/1/10	CRN 60178

**INTRODUCTION TO ADOBE PHOTOSHOP****FEE: \$94**

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. **Requirements:** Adobe Photoshop CS2 or CS3 for Windows Users or Adobe Photoshop CS2 or CS3 Mac for iMac and Macintosh Users.

DPR A04-300, online, 7/15-9/4	CRN 61124
DPR A04-301, online, 8/19-10/9	CRN 61125
DPR A04-302, online, 9/16-11/6	CRN 61126
DPR A04-303, online, 10/21-12/11	CRN 61127
DPR A04-304, online, 11/11/09-1/1/10	CRN 61128

**INTERMEDIATE ADOBE PHOTOSHOP****FEE: \$94**

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 A05-300, online, 7/15-9/4	CRN 60543
DAT A05-301, online, 8/19-10/9	CRN 60544
DAT A05-302, online, 9/16-11/6	CRN 60545
DAT A05-303, online, 10/21-12/11	CRN 60546
DAT A05-304, online, 11/11/09-1/1/10	CRN 60547

**PHOTOSHOP ELEMENTS FOR DIGITAL PHOTOGRAPHY****FEE: \$94**

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 5.0 and Windows XP, or Adobe Photoshop 6.0 or 7.0 and Windows XP or Vista. Macintosh users are welcome.

ART C05-300, online, 7/15-9/4	CRN 60183
ART C05-301, online, 8/19-10/9	CRN 60185
ART C05-302, online, 9/16-11/6	CRN 60188
ART C05-303, online, 10/21-12/11	CRN 60196
ART C05-304, online, 11/11/09-1/1/10	CRN 60198

**PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER II****FEE: \$94**

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 5.0 and Windows XP, or Adobe Photoshop 6.0 or 7.0 and Windows XP or Vista. Macintosh users are welcome.

ART C11-300, online, 7/15-9/4	CRN 60199
ART C11-301, online, 8/19-10/9	CRN 60200
ART C11-302, online, 9/16-11/6	CRN 60201
ART C11-303, online, 10/21-12/11	CRN 60202
ART C11-304, online, 11/11/09-1/1/10	CRN 60203

**SECRETS OF BETTER PHOTOGRAPHY****FEE: \$94**

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.

ART B87-300, online, 7/15-9/4	CRN 60163
ART B87-301, online, 8/19-10/9	CRN 60165
ART B87-302, online, 9/16-11/6	CRN 60166
ART B87-303, online, 10/21-12/11	CRN 60168
ART B87-304, online, 11/11/09-1/1/10	CRN 60170

## Teaching

### CREATING K-12 LEARNING MATERIALS FEE: \$94

Do you have an idea for an instructional aid? Learn how to create and self-publish a wide variety of instructional materials, such as workbooks, lab manuals, booklets, activity kits, and visual aids to increase student performance. Find out how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.

TCR B02-300, online, 7/15-9/4	CRN 61553
TCR B02-301, online, 8/19-10/9	CRN 61554
TCR B02-302, online, 9/16-11/6	CRN 61555
TCR B02-303, online, 10/21-12/11	CRN 61556
TCR B02-304, online, 11/11/09-1/1/10	CRN 61557

### INTRODUCTION TO TEACHING ESL/EFL FEE: \$94

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. This class is TESOL approved.

TCR A03-300, online, 7/15-9/4	CRN 61464
TCR A03-301, online, 8/19-10/9	CRN 61465
TCR A03-302, online, 9/16-11/6	CRN 61466
TCR A03-303, online, 10/21-12/11	CRN 61467
TCR A03-304, online, 11/11/09-1/1/10	CRN 61468

### SURVIVAL KIT FOR NEW TEACHERS FEE: \$94

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 B01-300, online, 7/15-9/4	CRN 61459
TCR B01-301, online, 8/19-10/9	CRN 61460
TCR B01-302, online, 9/16-11/6	CRN 61461
TCR B01-303, online, 10/21-12/11	CRN 61462
TCR B01-304, online, 11/11/09-1/1/10	CRN 61463

### THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS FEE: \$94

Why do some teachers enjoy peaceful, orderly classrooms, while others face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers consistently rate this course one of the most valuable they have ever taken.

ETN E01-300, online, 7/15-9/4	CRN 61523
ETN E01-301, online, 8/19-10/9	CRN 61524
ETN E01-302, online, 9/16-11/6	CRN 61525
ETN E01-303, online, 10/21-12/11	CRN 61526
ETN E01-304, online, 11/11/09-1/1/10	CRN 61527

## Test Preparation

### GMAT PREPARATION FEE: \$94

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 P01-300, online, 7/15-9/4	CRN 61543
GMT P01-301, online, 8/19-10/9	CRN 61544
GMT P01-302, online, 9/16-11/6	CRN 61545
GMT P01-303, online, 10/21-12/11	CRN 61546
GMT P01-304, online, 11/11/09-1/1/10	CRN 61547

## GRE PREPARATION – PART I

FEE: \$94

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 P01-300, online, 7/15-9/4	CRN 61548
GRE P01-301, online, 8/19-10/9	CRN 61549
GRE P01-302, online, 9/16-11/6	CRN 61550
GRE P01-303, online, 10/21-12/11	CRN 61551
GRE P01-304, online, 11/11/09-1/1/10	CRN 61552

## GRE PREPARATION – PART II

FEE: \$94

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 P02-300, online, 7/15-9/4	CRN 61379
GRE P02-301, online, 8/19-10/9	CRN 61380
GRE P02-302, online, 9/16-11/6	CRN 61381
GRE P02-303, online, 10/21-12/11	CRN 61382
GRE P02-304, online, 11/11/09-1/1/10	CRN 61383

## World Languages and Cultures

### BEGINNING CONVERSATIONAL FRENCH

FEE: \$94

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 E02-300, online, 7/15-9/4	CRN 61395
LFR E02-301, online, 8/19-10/9	CRN 61397
LFR E02-302, online, 9/16-11/6	CRN 61398
LFR E02-303, online, 10/21-12/11	CRN 61399
LFR E02-304, online, 11/11/09-1/1/10	CRN 61403

### INSTANT ITALIAN

FEE: \$94

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 B02-300, online, 7/15-9/4	CRN 61384
ITL B02-301, online, 8/19-10/9	CRN 61385
ITL B02-302, online, 9/16-11/6	CRN 61386
ITL B02-303, online, 10/21-12/11	CRN 61387
ITL B02-304, online, 11/11/09-1/1/10	CRN 61388

**SPEED SPANISH I****FEE: \$94**

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 B08-300, online, 7/15-9/4	CRN 61404
LSP B08-301, online, 8/19-10/9	CRN 61407
LSP B08-302, online, 9/16-11/6	CRN 61408
LSP B08-303, online, 10/21-12/11	CRN 61409
LSP B08-304, online, 11/11/09-1/1/10	CRN 61410

**SPEED SPANISH II****FEE: \$94**

A continuation of Speed Spanish I. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. **Requirements:** A computer equipped with working speakers or headphones.

LSP B09-300, online, 7/15-9/4	CRN 61411
LSP B09-301, online, 8/19-10/9	CRN 61412
LSP B09-302, online, 9/16-11/6	CRN 61413
LSP B09-303, online, 10/21-12/11	CRN 61414
LSP B09-304, online, 11/11/09-1/1/10	CRN 61415

*New!***CONVERSATIONAL JAPANESE****FEE: \$94**

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. Guided by your native Japanese instructor, you'll learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You'll come away with cultural knowledge only an insider has. By the end of this course, you'll not only have basic conversational skills that will enable you to travel around the country easily, but you'll have discovered the heart of Japan! **Requirements:** Adobe Flash and PDF plug-ins (download for free from <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

LJA E01-300, online, 7/15-9/4	CRN 61416
LJA E01-301, online, 8/19-10/9	CRN 61417
LJA E01-302, online, 9/16-11/6	CRN 61419
LJA E01-303, online, 10/21-12/11	CRN 61420
LJA E01-304, online, 11/11/09-1/1/10	CRN 61421

## Writing and Reading

*New!***READY, SET, READ!****FEE: \$94**

Take this opportunity to find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you understand how play can connect to literacy, you will see everyday children's play with a new eye. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success. **Requirements:** Adobe Flash and PDR plug-ins (download for free from <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

COM C10-300, online, 7/15-9/4	CRN 60419
COM C10-301, online, 8/19-10/9	CRN 60420
COM C10-302, online, 9/16-11/6	CRN 60421
COM C10-303, online, 10/21-12/11	CRN 60422
COM C10-304, online, 11/11/09-1/1/10	CRN 60423

**GRAMMAR FOR ENGLISH AS A SECOND LANGUAGE (ESL)****FEE: \$94**

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. This course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.

COM S08-300, online, 7/15-9/4	CRN 60430
COM S08-301, online, 8/19-10/9	CRN 60431
COM S08-302, online, 9/16-11/6	CRN 60432
COM S08-303, online, 10/21-12/11	CRN 60433
COM S08-304, online, 11/11/09-1/1/10	CRN 60435

**GRAMMAR REFRESHER****FEE: \$94**

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 S13-300, online, 7/15-9/4	CRN 60453
COM S13-301, online, 8/19-10/9	CRN 60454
COM S13-302, online, 9/16-11/6	CRN 60455
COM S13-303, online, 10/21-12/11	CRN 60456
COM S13-304, online, 11/11/09-1/1/10	CRN 60458

**MERRILL REAM SPEED READING****FEE: \$94**

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 S57-300, online, 7/15-9/4	CRN 60523
COM S57-301, online, 8/19-10/9	CRN 60524
COM S57-302, online, 9/16-11/6	CRN 60525
COM S57-303, online, 10/21-12/11	CRN 60526
COM S57-304, online, 11/11/09-1/1/10	CRN 60527

**TECHNICAL WRITING****FEE: \$94**

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.

COM S11-300, online, 7/15-9/4	CRN 60437
COM S11-301, online, 8/19-10/9	CRN 60440
COM S11-302, online, 9/16-11/6	CRN 60444
COM S11-303, online, 10/21-12/11	CRN 60449
COM S11-304, online, 11/11/09-1/1/10	CRN 60451

**BREAKING INTO SITCOM WRITING****FEE: \$94**

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

COM S39-300, online, 7/15-9/4	CRN 60459
COM S39-301, online, 8/19-10/9	CRN 60461
COM S39-302, online, 9/16-11/6	CRN 60462
COM S39-303, online, 10/21-12/11	CRN 60463
COM S39-304, online, 11/11/09-1/1/10	CRN 60522

**WRITING EFFECTIVE GRANT PROPOSALS****FEE: \$94**

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 E10-300, online, 7/15-9/4	CRN 60336
BUB E10-301, online, 8/19-10/9	CRN 60338
BUB E10-302, online, 9/16-11/6	CRN 60340
BUB E10-303, online, 10/21-12/11	CRN 60342
BUB E10-304, online, 11/11/09-1/1/10	CRN 60345