ONLINE INSTRUCTION

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
   • 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 Finance

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 A08-330, online, 5/20-7/10
ACC A08-331, online, 6/17-8/7

CRN 50115
CRN 50116

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 A09-330, online, 5/20-7/10
ACC A09-331, online, 6/17-8/7

CRN 50117
CRN 50118

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.


ACC A02-330, online, 5/20-7/10
ACC A02-331, online, 6/17-8/7

CRN 50113
CRN 50114

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 or QuickBooks Pro 2006 or 2007. 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, 5/20-7/10
ACC A11-331, online, 6/17-8/7

CRN 50121
CRN 50122

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 QuickBooks Premier 2007. QuickBooks Pro 2006 or 2007, 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, 5/20-7/10
ACC A10-331, online, 6/17-8/7

CRN 50119
CRN 50120
INTRODUCTION TO PEACHTREE ACCOUNTING  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.
ACCA12-330, online, 5/20-7/10  CRN 50123
ACCA12-331, online, 6/17-8/7  CRN 50124

INTRODUCTION TO MS OFFICE ACCOUNTING PROFESSIONAL  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.
ACCA13-330, online, 5/20-7/10  CRN 50125
ACCA13-331, online, 6/17-8/7  CRN 50126

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 more informed and effective decisions. Don’t miss this course if you are planning a career in business! Requirement: Basic algebra proficiency.
BUS A16-330, online, 5/20-7/10  CRN 50166
BUS A16-331, online, 6/17-8/7  CRN 50167

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 A17-330, online, 5/20-7/10  CRN 50168
BUS A17-331, online, 6/17-8/7  CRN 50169

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 E07-330, online, 5/20-7/10  CRN 50232
FIN E07-331, online, 6/17-8/7  CRN 50233

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 E01-330, online, 5/20-7/10  CRN 50230
FIN E01-331, online, 6/17-8/7  CRN 50231

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 E07-330, online, 5/20-7/10  CRN 50273
REL E07-331, online, 6/17-8/7  CRN 50274

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 E11-330, online, 5/20-7/10  CRN 50275
REL E11-331, online, 6/17-8/7  CRN 50276
Careers/Job Development

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 A42-330, online, 5/20-7/10 CRN 50156
BUB A42-331, online, 6/17-8/7 CRN 50157

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 E36-330, online, 5/20-7/10 CRN 50162
BUB E36-331, online, 6/17-8/7 CRN 50163

NEW!
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 A23-330, online, 5/20-7/10 CRN 50142
BUB A23-331, online, 6/17-8/7 CRN 50143

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 is often overlooked – your time.

BUB A26-330, online, 5/20-7/10 CRN 50138
BUB A26-331, online, 6/17-8/7 CRN 50139

NEW!
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 A06-330, online, 5/20-7/10 CRN 50140
BUB A06-331, online, 6/17-8/7 CRN 50141

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 E37-330, online, 5/20-7/10 CRN 50164
BUB E37-331, online, 6/17-8/7 CRN 50165

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 E01-330, online, 5/20-7/10 CRN 50158
BUB E01-331, online, 6/17-8/7 CRN 50159

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 E01-330, online, 5/20-7/10 CRN 50255
MED E01-331, online, 6/17-8/7 CRN 50265
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.

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. Required Books: 2009 CPT Manual Standard Edition and 2009 ICD-9-CM, Volumes 1 & 2.

MED A10-330, online, 5/20-7/10  CRN 50253
MED A10-331, online, 6/17-8/7  CRN 50254

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:
Federal Civil Rules Booklet, current edition

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 A45-330, online, 5/20-7/10  CRN 50144
BUB A45-331, online, 6/17-8/7  CRN 50145

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 A46-330, online, 5/20-7/10  CRN 50146
BUB A46-331, online, 6/17-8/7  CRN 50147

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 A47-330, online, 5/20-7/10  CRN 50148
BUB A47-331, online, 6/17-8/7  CRN 50149

PARALEGAL PREPARATION IV  
FEE: $167
Legal Authority and Research. Students will acquire the skills and knowledge needed to conduct legal research.
BUB A48-330, online, 5/20-7/10  CRN 50150
BUB A48-331, online, 6/17-8/7  CRN 50151

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 A49-330, online, 5/20-7/10  CRN 50152
BUB A49-331, online, 6/17-8/7  CRN 50153

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 A50-330, online, 5/20-7/10  CRN 50154
BUB A50-331, online, 6/17-8/7  CRN 50155
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 e-mail, 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, 5/20-7/10  CRN 50193
DAT A17-331, online, 6/17-8/7  CRN 50194

**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 A28-330, online, 5/20-7/10  CRN 50201
DPR A28-331, online, 6/17-8/7  CRN 50202

**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 A49-330, online, 5/20-7/10  CRN 50205
DPR A49-331, online, 6/17-8/7  CRN 50206

**INTRODUCTION TO WINDOWS XP**  FEE: $94

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, 5/20-7/10  CRN 50199
DPR A23-331, online, 6/17-8/7  CRN 50200

**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 A23-333, online, 5/20-7/10  CRN 50439
DPR A23-334, online, 6/17-8/7  CRN 50440

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). 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, 5/20-7/10  CRN 50554
CPT A21-331, online, 6/17-8/7  CRN 50555

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 A50-330, online, 5/20-7/10  CRN 50207
DPR A50-331, online, 6/17-8/7  CRN 50208
Programming

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 A07-330, online, 5/20-7/10  CRN 50189
DAT A07-331, online, 6/17-8/7  CRN 50190

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 A08-330, online, 5/20-7/10  CRN 50191
DAT A08-331, online, 6/17-8/7  CRN 50192

Software

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 or 2000, Microsoft Access or Office Professional 2003. Course is not suitable for Macintosh users.
DPR A71-330, online, 5/20-7/10  CRN 50211
DPR A71-331, online, 6/17-8/7  CRN 50212

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 or 2000, and Microsoft Access or Office Professional 2003. Course is not suitable for Macintosh users.
DPR A98-330, online, 5/20-7/10  CRN 50223
DPR A98-331, online, 6/17-8/7  CRN 50224

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 or 2000, and Microsoft Excel or Office 2003 or 2007. Course is not suitable for Macintosh users.
DPR A84-330, online, 5/20-7/10  CRN 50219
DPR A84-331, online, 6/17-8/7  CRN 50220

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 hot to use functions to perform complex math. Prerequisite: Introduction to Microsoft Excel (DPR A84) or equivalent. Requirements: Microsoft Windows XP or 2000, and Microsoft Excel or Office 2003 or 2007. Course is not suitable for Macintosh users.
DPR A85-330, online, 5/20-7/10  CRN 50221
DPR A85-331, online, 6/17-8/7  CRN 50222

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 A12-330, online, 5/20-7/10  CRN 50197
DPR A12-331, online, 6/17-8/7  CRN 50198

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 or 2000, and Microsoft PowerPoint or Office 2003 or 2007. Course is not suitable for Macintosh users.
DPR A70-330, online, 5/20-7/10  CRN 50209
DPR A70-331, online, 6/17-8/7  CRN 50210
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 A08-330, online, 5/20-7/10 CRN 50195
DPR A08-331, online, 6/17-8/7 CRN 50196

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 or 2000, and Microsoft Word or Office 2003 or 2007. Course is not suitable for Macintosh users.
DPR A83-330, online, 5/20-7/10 CRN 50217
DPR A83-331, online, 6/17-8/7 CRN 50218

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 or 2000, and Microsoft Word or Office 2003. Course is not suitable for Macintosh users.
DPR A90-330, online, 5/20-7/10 CRN 50215
DPR A90-331, online, 6/17-8/7 CRN 50216

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 E05-330, online, 5/20-7/10 CRN 50226
DPR E05-331, online, 6/17-8/7 CRN 50227

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), e-mail, Internet access, and Netscape or Internet Explorer Web browser.
DPR A37-330, online, 5/20-7/10 CRN 50203
DPR A37-331, online, 6/17-8/7 CRN 50204

CREATING WEB PAGES (HTML) 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 A78-330, online, 5/20-7/10 CRN 50213
DPR A78-331, online, 6/17-8/7 CRN 50214

DESIGNING EFFECTIVE WEB SITES FEE: $94
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, 5/20-7/10 CRN 50183
DAT A03-331, online, 6/17-8/7 CRN 50184

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. Take your existing HTML skills to the next level and start building sites like the pros.
DAT A04-330, online, 5/20-7/10 CRN 50185
DAT A04-331, online, 6/17-8/7 CRN 50186
INTERMEDIATE CSS AND XHTML  
FEE: $94
Today's Web sites require streamlined coding that adapts to a variety of screen resolutions, browsers, and user needs. CSS and XHTML are the key implementation tools, and the foundation upon which all contemporary Web sites are built. Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Discover the tools and techniques that give you total creative control over every aspect of a site. Recommended: Completion of "Introduction to CSS and XHTML" or prior experience with HTML and Web publishing.
DAT A21-330, online, 5/20-7/10  CRN 50107
DAT A21-331, online, 6/17-8/7  CRN 50108

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 A01-330, online, 5/20-7/10  CRN 50180
DAT A01-331, online, 6/17-8/7  CRN 50182

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 MX 2004. Software must be installed and fully operational before the course begins.
DAT A19-330, online, 5/20-7/10  CRN 50023
DAT A19-331, online, 6/17-8/7  CRN 50024

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. Note: Windows 98 or Windows Me are not suitable for this course.
DAT A18-330, online, 5/20-7/10  CRN 50021
DAT A18-331, online, 6/17-8/7  CRN 50022

Personal Development

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 E60-330, online, 5/20-7/10  CRN 50136
ART E69-331, online, 6/17-8/7  CRN 50137

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 B14-330, online, 5/20-7/10  CRN 50267
PSY B14-331, online, 6/17-8/7  CRN 50269

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
REC E90-330, online, 5/20-7/10  CRN 50271
REC E90-331, online, 6/17-8/7  CRN 50272

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 B05-330, online, 5/20-7/10  CRN 50242
LAW B05-331, online, 6/17-8/7  CRN 50243
Photography and Digital Imaging

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.

DPR A04-330, online, 5/20-7/10  CRN 50111
DPR A04-331, online, 6/17-8/7  CRN 50112

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 C04-330, online, 5/20-7/10  CRN 50130
ART C04-331, online, 6/17-8/7  CRN 50131

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 and Windows XP or Vista. Macintosh users are welcome.

ART C05-330, online, 5/20-7/10  CRN 50132
ART C05-331, online, 6/17-8/7  CRN 50133

PHOTOSHOP ELEMENTS FOR DIGITAL PHOTOGRAPHY 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 and Windows XP or Vista. Macintosh users are welcome.

ART C11-330, online, 5/20-7/10  CRN 50134
ART C11-331, online, 6/17-8/7  CRN 50135

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 B87-330, online, 5/20-7/10  CRN 50127
ART B87-331, online, 6/17-8/7  CRN 50128

Teaching

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 B01-330, online, 5/20-7/10  CRN 50277
TCR B01-331, online, 6/17-8/7  CRN 50278

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 course is TESOL approved.

TCR A03-330, online, 5/20-7/10  CRN 50283
TCR A03-331, online, 6/17-8/7  CRN 50286

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 E01-330, online, 5/20-7/10  CRN 50228
ETN E01-331, online, 6/17-8/7  CRN 50229
BIG IDEAS IN LITTLE BOOKS  
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 selling the products you develop through catalogs, stores, and trade shows.
TCR B02-330, online, 5/20-7/10  CRN 50287
TCR B02-331, online, 6/17-8/7  CRN 50289

Test Preparation

GMAT PREPARATION  
FEE: $94
GMT P01-330, online, 5/20-7/10  CRN 50234
GMT P01-331, online, 6/17-8/7  CRN 50235

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. Required text, Practicing to Take the GRE General Test, 10th Edition should be purchased prior to beginning class.
GRE P01-330, online, 5/20-7/10  CRN 50236
GRE P01-331, online, 6/17-8/7  CRN 50237

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. Required text, Practicing to Take the GRE General Test, 10th Edition should be purchased prior to beginning class.
GRE P02-330, online, 5/20-7/10  CRN 50238
GRE P02-331, online, 6/17-8/7  CRN 50239

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. Requirements: a computer equipped with working speakers or headphones.
LFR E02-330, online, 5/20-7/10  CRN 50244
LFR E02-331, online, 6/17-8/7  CRN 50245

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! 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, 5/20-7/10  CRN 50240
ITL B02-331, online, 6/17-8/7  CRN 50241

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 B08-330, online, 5/20-7/10  CRN 50246
LSP B08-331, online, 6/17-8/7  CRN 50247

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 B09-330, online, 5/20-7/10  CRN 50251
LSP B09-331, online, 6/17-8/7  CRN 50252
Writing and Reading

New!

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 S39-330, online, 5/20 – 7/10  CRN 50176
COM S39-331, online, 6/17 – 8/07  CRN 50177

MERRILL REAM SPEED READING  FEE: $94
Are you struggling to keep up with a flood of e-mail, 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, 5/20-7/10  CRN 50178
COM S57-331, online, 6/17-8/7  CRN 50179

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 S13-330, online, 5/20-7/10  CRN 50174
COM S13-331, online, 6/17-8/7  CRN 50175

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. Requirements: Any version of Microsoft Word.

COM S11-330, online, 5/20-7/10  CRN 50172
COM S11-331, online, 6/17-8/7  CRN 50173

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.

COM S08-330, online, 5/20-7/10  CRN 50170
COM S08-331, online, 6/17-8/7  CRN 50171

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 E10-330, online, 5/20-7/10  CRN 50160
BUB E10-331, online, 6/17-8/7  CRN 50161