

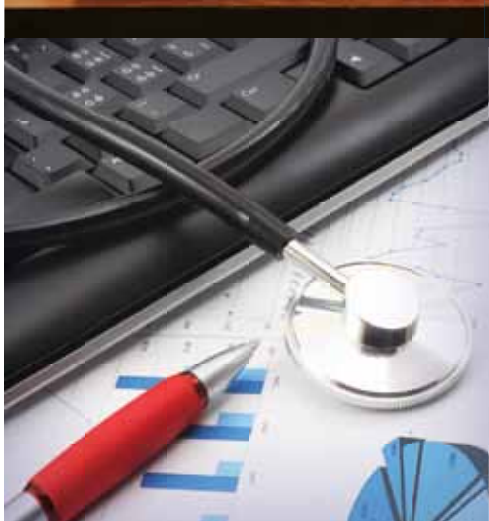


21ST Century Skills Catalog

WINTER-SUMMER
2012 COURSES

What's New!

- > **Healthcare Finance**
- > **Online Innovative Courses:**
Introduction to Interior Design, Easy English, Photoshop Elements 9 for the Digital Photographer
- > **Project Management**





Welcome!

It's an exciting time to be furthering your education. The 21st century workforce environment demands new skills—and workers with those skills typically see opportunities, advancement, rewards, and more job satisfaction than their colleagues who are just “getting by.”

The **Community Education and Workforce Development Division of Columbus State** is a great place to find education and training opportunities designed to meet your needs. Whether you want to change careers, advance in your existing career, or transition back into the workforce, we will help you reach your goals.

Noncredit classes are available online and face to face in many content areas—from career management, to healthcare, to language training, and more. Our courses focus on current industry topics, such as green construction, online courses in Google analytics, and corporate financial training as a Certified Treasury Professional. We are committed to offering comprehensive programs, cutting-edge technology, and college connections to help you succeed in the 21st century.

Sincerely,

David T. Harrison, Ph.D.

President

Columbus State Community College



Recognized as a leader in workforce initiatives and professional development offerings:

Ohio Economic Development Association
for **Excellence in Workforce Innovation** – 2010

Columbus C.E.O “Best” Continuing Education Provider - 2009, 2010 & 2011

Department Of Labor Award
- \$4.6 million Logistics Grant



COLUMBUS STATE | Center for Workforce
community college | Development

Need more information? **614.287.5858** | cscscc.edu/workforce
315 Cleveland Avenue | PO Box 1609 | Columbus, OH 43216

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Academic Enrichment <

TESTING CENTER AND TESTING PREPARATION



More than GED!

Classes in the GED Preparation Program are designed for students who want to earn a GED so that they have increased career and educational opportunities. GED Preparation courses also welcome students wishing to improve their math and language arts literacy skills for personal achievement and enrichment.

Language arts classes provide instruction in reading, writing, grammar, spelling, and vocabulary. Math classes are designed to build skill in number functions, multi-step word problems, and beginning algebra and geometry. Students wishing to earn their GED are required to take Fundamentals of Writing, which prepares them for the essay portion of the GED test and teaches critical writing skills that will help them succeed in the workplace, and in credit-bearing college courses.

GED Preparation classes review GED test subjects at the high school level for the purpose of improving college placement test scores or as preparation for the Ohio General Education Development (GED) test which leads to the Ohio High School Equivalent Diploma. Our "Bridge to College Credit" course helps students who have earned their GED prepare for college-level coursework, in an interdisciplinary course that uses best practices in adult education to prepare non-traditional students for college through instruction in critical thinking, writing, statistics, research, media literacy, and 21st century skills curriculum.

Direct classroom instruction is supported by instructional software, extensive practice for the GED test, and tutorials in Math and Writing that tutor students in areas where they specifically need development. We are committed to differentiating instruction—teaching to each student—rather than a "one size fits all" approach used by many other programs.

Student services include new student orientation, academic planning, free tutoring, disability services, and a graduation ceremony for students who earn their GED.

Pre-Registration requirements include: TABE placement test, Academic Planning meeting, and completion of New Student Orientation.

Please note that students under the age of 19 have additional requirements. For more information, call (614) 287-5858.

WINTER QUARTER 2012 REGISTRATION DEADLINES

Early Registration October 31- December 16, 2011: \$99 per class

Late Registration December 19-30th, 2011: \$149 per class

LAST DAY TO REGISTER FOR WINTER QUARTER: FRIDAY, DECEMBER 30, 2011

Last day to drop/change classes: Tuesday, January 10th, 2012

Language Arts 1

\$99-149

TWBSC 101-001 M W 1/3 – 3/17

5:30 – 7:20 PM

This course is designed to strengthen the student's vocabulary and basic writing skills and reading ability by focusing on comprehending and interpreting a variety of written materials. **PREREQUISITES:** Placement between 3.0 and 5.9 on the TABE Reading assessment. Students with scores below 3.0 will be referred to Basic English program.

Math 1

\$99-149

TWBSC 102-001 M W 1/3 – 3/17

7:30 – 9:20 PM

This course will cover whole numbers, fractions, decimals, percentages, ratios, and proportions. The student will work on multi-step word problems as well as tables and graphs.

PREREQUISITES: Placement between 1.0 and 5.9 on the TABE math assessment.

Language Arts 2

\$99-149

TWBSC 201-001 T Th 1/3 – 3/17

7:30 – 9:20 PM

This course extends the student's ability to read a variety of genres and to plan, write, and edit extended and technically correct paragraphs with proper grammar and mechanics. The course includes building spelling, grammar, and punctuation skills.

PREREQUISITES: Placement between 6.0 and 8.9 on the TABE reading assessment.

Math 2 \$99-149

TWBSC 202-001 T Th 1/3 – 3/17 5:30 – 7:20 PM

This course reviews basic mathematical instruction and introduces beginning concepts of algebra and geometry, including complex word problems.

PREREQUISITES: Placement between 6.0 and 8.9 on the TABE math assessment.

Language Arts 3 \$99-149

TWBSC 301-001 M W 1/3 – 3/17 5:30 – 7:30 PM

This course is designed to improve student’s English grammar, essay writing, and literary skills. It focuses on preparing students for the reading portions of the GED test and Ohio High School Equivalent Diploma.

PREREQUISITES: Placement at 9.0 or above on the TABE Reading assessment.

Math 3 \$99-149

TWBSC 302-001 T Th 1/3 – 3/17 7:30 – 9:30 PM

This course builds upon curriculum from Math 2, with increasingly complex skill development in algebra and geometry. It focuses on preparing students for the mathematics portions of the GED test and Ohio High School Equivalent Diploma.

PREREQUISITES: Placement at 9.0 or above on the TABE Applied Math assessment.

Language Arts 4 \$99-149

TWBSC 401-001 M W 1/3 – 3/17 8:30 - 10:30AM

TWBSC 401-002 T Th 1/3 – 3/17 5:30 - 7:30 PM

In this course, students will learn the writing skills needed for college-level work, the essay portion of the GED, workforce readiness, and personal development. This course guides Language Arts students through mastery of the essay portion of the GED test.

*****NOTE:** Completion of this course is a prerequisite for taking the Official Practice Test (OPT) for the GED. This course may be taken at the same time as Language Arts 3.

PREREQUISITES: Placement at 11.0 or above on the TABE Reading assessment, and completion of Language Arts 2.

Basic GED Prep Class \$149

TWBSC 099-001 F 1/20-3/17 8:00 AM - 12:00 PM

TWBSC 099-002 S 2/4 - 3/17 9:00 AM - 2:00 PM

The Basic GED Prep Class will help improve your score on the GED Official Practice Test by covering Math and English in one weekly seminar. Students in this class will benefit from small class size, individualized curriculum, and two opportunities to take the Official Practice Test for the GED. Students will work in a variety of classroom settings, including mini-lectures, group work, online tutorials, presentations, peer led discussion groups, and projects. Approximately 3-4 hours. Students in the Basic GED Prep Class can also attend Tutoring Labs (no charge). Classes cost \$149, and books cost an additional \$20.

Online Test Preparation Courses



www.csc.edu/workforce/online

GED Preparation \$99

Want to pass the GED? This course will help you develop the skills you’ll need to succeed.

GMAT Preparation \$99

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

GRE Preparation – Part 1 (Verbal and Analytical) \$99

Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2).

GRE Preparation – Part 2 (Quantitative) \$99

Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2).

Praxis I Preparation \$99

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.

Prepare for the GED Language Arts, Writing Test \$99

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.

Prepare for the GED Math Test \$99

Master the skills you’ll need to successfully pass Test 5 in the GED test series.

SAT/ACT Preparation – Part 1 \$99

Master the reading, writing, English, and science questions on the ACT and new SAT.

SAT/ACT Preparation – Part 2 \$99

Master the math questions on the ACT and new SAT.

Columbus State Testing and Talent Assessment Center



University System of Ohio
Talent Development Network

Testing and Talent Assessment Center USO/Talent Development Network Center for Workforce Development Columbus State Community College

The Columbus State Community College Workforce Development Center's Testing and Talent Assessment Center is an authorized Test Center to deliver internet-based and paper-pencil national, state, and professional certification and licensure exams and training services to individuals, employers, and professional organizations. Vendor Service Agreements include ACT, Prometric, PearsonVUE, Pearson, ETS, LSAC, PAN, Certiport, Comira, PSI/LaserGrade, National Testing Network, Iso-Quality Testing, TABE, MAT, Kryterion, The College Board, National Healthcare Association, ICC, and ATI for over 2,800 exams ranging from IT/Computer, Healthcare, Education, Government, Graduate/Professional School Admissions, Construction, Engineering

and many other industry and professional certification exams. The Center also provides proctoring for universities and organizations across the United States as well as CSCC specific program admissions exams such as the A2, TEAS, and HESI exams for nursing students and the Basic English placement tests. Member of National College Testing Association (NCTA). Member of the University System of Ohio (USO) Talent Development Network bringing this portfolio of six vendors and their testing/assessment products (approx. 840) to serve our College and community. The Testing Center subscribes to the National College Testing Association's Professional Standards and Guidelines.

For more information or to schedule a test, contact the Testing and Talent Assessment Center at 614-287-5750 or e-mail at act1@csccl.edu.

➤ Career Management and Professional Development



Accounting



Online Accounting Courses

Accounting Fundamentals \$119

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

Accounting Fundamentals II \$119

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Introduction to Peachtree Accounting 2009 \$99

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

Introduction to Peachtree Accounting 2012 \$99

Learn how to perform everyday accounting tasks quickly and easily using Peachtree Accounting 2012.

Introduction to QuickBooks 2009 \$99

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

Introduction to QuickBooks 2010 \$99

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

Introduction to QuickBooks 2011 \$99

Use the power of QuickBooks software to take control of your business finances.

Introduction to QuickBooks 2007 \$99

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

Introduction to QuickBooks 2008 \$99

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

Performing Payroll in QuickBooks 2010 \$99

Learn to use QuickBooks 2010 to create paychecks, pay tax liabilities and produce dazzling payroll reports.

Performing Payroll in QuickBooks 2011 \$99

Learn to use QuickBooks 2011 to handle all your payroll tasks quickly and easily.

QuickBooks 2010 for Contractors \$99

Learn to use QuickBooks 2010 in your contracting business to handle accounting tasks quickly, generate powerful reports, and maximize your efficiency.

QuickBooks 2011 for Contractors \$99

Learn to use QuickBooks 2011 in your construction contracting business to manage invoicing and costs, keep on top of time tracking, generate powerful reports, and maximize your efficiencies.



Accounting/ Financial Services/ Tax Preparer

Certifications

Financial Risk Manager (FRM) \$450

In recent years, the globalization of financial markets, the emergence of international banking regulations and the rapid growth of new sophisticated products have dramatically elevated the role risk management plays in an organization. The Financial Risk Manager (FRM) exam leads to the Financial Risk Manager Certification - a prestigious designation granted by Global Association of Risk Professionals (GARP) since 1997. GARP certifies Risk professionals, Practitioners & Regulators as eligible for independent risk management analysis and decision making for the benefit of the company and its investors.

61 hours 12-month access Instructor supported

Professional Risk Manager (PRM) \$450

The Professional Risk Manager Program is a competitive exam that tests a professional's competence in the field of risk management. This program is certified by The Professional Risk Managers International Association (PRMIA). Visit their website www.prmia.org. Today's risk professional is expected by regulators and shareholders alike to know and understand industry best practices and to be committed to using them. The PRM certification sends the message to stakeholders that you set the standards. This course offers the students online tutorials for certification exams, ePRM Coach, and a comprehensive self-study guide for the Professional Risk Manager (PRM).

70 hours 12-month access Instructor supported

Chartered Financial Analyst (CFA) \$450

Chartered Financial Analyst® (CFA®) has become known as the gold standard of professional credentials within the global investment community. Investors recognize the CFA designation as the definitive standard for measuring competence and integrity in the fields of portfolio management and investment analysis.

76 hours 12-month access Instructor supported

Chartered Tax Professional \$2,199

The Chartered Tax Professional (CTP) designation is the undisputed professional credential for persons who typically advise clients on income tax situations. After completing this comprehensive program, certificants will be prepared to handle almost any individual and small business income tax situation encountered. Candidates must successfully complete a series of six 30-hour, computer-administered courses in income tax preparation. All courses are offered via the Internet and can be completed anywhere, anytime 24/7 – instructor support is included

with each module. Each module consists of ten 3-hour lessons and can be completed in 5-10 weeks (one or two lessons per week). The entire program could be completed in less than eight months, but generally students complete the program in 18-24 months. Books Included
180 hours 12-month access Instructor supported

Professional Tax Preparer Certification (DL) \$2,199

In response to the increasing demand for income tax preparation professionals, we offer The Professional Tax Preparer™ (PTP) Designation that certifies individuals fully in personal and business returns. Upon certification, qualified individuals receive the PTP designation, assuring potential employers and clients that they are qualified to take care of all their income tax needs expertly. Fittingly, those with the PTP designation find better, higher paying opportunities. Books Included

100 hours 6-month access Instructor supported

Certificates

Bookkeeping/ Financial Services Certificate \$2,250

The competitive financial services market demands detailed product knowledge and high quality customer service. Financial Services Industry course provides a six-part series of courses that develops and enhances account representative's ability to work with the financial services industry. The collection is designed to improve the learner's customer service and sales skills, as well as, their knowledge of the legal aspects affecting the financial services industry. The design of each course starts with the definition of learner-focused performance objectives and then proceeds to the selection and implementation of instructional strategies and learning activities appropriate for each objective.

235 hours 12-month access Instructor supported

Professional Bookkeepers Guide to QuickBooks Pro \$1,199

QuickBooks is the accounting software used by a majority of small businesses to manage their finances. Financial professionals, accountants, bookkeepers, and tax preparers practice good business by using QuickBooks themselves. Not only does this place you on the same platform as most of your current and prospective clients, but it enables you to be prepared when these individuals need QuickBooks help, setup and consultation services. The Professional Bookkeeper's Guide (PBG) to QuickBooks is designed to help you master the features and shortcuts of the software. This course includes: 16 instructional CDs which contain 15 hours of video training and an 800-page full-color instruction manual. To earn the designation you must complete the course and pass the final exam with a score of 90% or higher. And just like that you receive a professional certification!

80 hours 6-month access Instructor supported



Corporate Treasury Management Certificate **\$575**

This program is designed to introduce students to the many career options in the finance profession, including cash and treasury management. It also provides students with the analytical expertise and practical knowledge necessary to excel in finance professions.
100 hours 12 month access Instructor Supported

Financial Planning and Wealth Management Certificate **\$575**

Financial Planning and Wealth Management is a course designed to prepare students for a career in paraprofessional work for investment companies, banks, insurance companies, or corporations. This comprehensive distance learning course covers the key details of the financial planning process for individuals who would like to assist financial planners. This class is not designed to prepare students for the Certified Financial Planner Certification exam.
100 hours 12 month access Instructor Supported

Global Capital Markets Certificate **\$575**

The certificate in Global Capital Markets is a specialized program for professionals who want to acquire in-depth understanding of the financial markets. This course integrates the conceptual knowledge with procedural information about how markets function along with analysis skills.
100 hours 12-month access Instructor supported

Retail Banking Certificate **\$575**

This program acquaints the participants with an in-depth understanding of various knowledge areas that are required of a modern banking professional. The students will be equipped with the knowledge of the various retail banking products, how to effectively sell these products and services, and how to build a long-term relationship with their customers. The students will also be provided with essential technology skills required to work effectively.
100 hours 12-month access Instructor supported

Banking Management Operations Certificate Online **\$575**

This program acquaints the participants with an in-depth understanding of various knowledge areas that are required of banking professionals. The students will be equipped with the knowledge of the various banking products, operational aspects, and various technology and regulatory requirements. The students will also be provided with essential management and operational technology skills required to work effectively.
100 hours 12-month access Instructors Supported

Professional Bookkeeper Certificate **\$2,199**

Today's universities train individuals in the complexities of audit, tax, and accounting standards for large corporations. Little is mentioned regarding the day-to-day bookkeeping practices for the small business. In addition, bookkeepers are taking on more duties. In the Occupational Outlook Handbook, the Bureau of Labor declares that the "Demand for full-charge bookkeepers is expected to increase as they are called upon to do much of the work of accountants." In response to this demand, and to better prepare bookkeepers for their job requirements, we created a Professional Bookkeeper™ (PB) Program that trains individuals in full bookkeeper and accounting services. Upon completion, qualified students receive the PB designation, assuring potential employers and clients that he or she is qualified to take care of the small business owner's bookkeeping needs. DVDs and Manuals included.
100 hours 6-month access Instructor supported

Professional Bookkeeper Certificate with QuickBooks **\$2,725**

Professional Bookkeeper™ (PB) Program that trains individuals in full bookkeeper and accounting services. Upon completion, qualified students receive the PB designation, assuring potential employers and clients that graduates are qualified to take care of the small business owners bookkeeping needs. Also included is Professional Bookkeeper's Guide (PBG) to QuickBooks is designed to help you master the features and shortcuts of the software. This will enable you to work much more efficiently. Obtain The QuickBooks Specialist (QS) Designation! To earn the designation you must complete the course and pass the final exam with a score of 90% or higher. DVDs and Manuals included.
180 hours 6-month access Instructor supported

Courses

Advanced Income Tax Preparation **\$499**

If you are an enrolled agent, accountant, lawyer, financial planner, business owner, experienced tax preparer, or just interested in increasing your tax knowledge, the Advanced Course will enable you to prepare more complex individual tax returns. This Course provides the critical education and knowledge that make the graduates more competent and successful than their competitors. Students normally enroll in this course after completing the 10-week Comprehensive Income Tax Class and working at least one season as a tax preparer. Books Included
30 hours 4-month access Instructor supported

Asset Securitization Training **\$425**

Asset Securitization (AS) has revolutionized the field of finance. AS provides an opportunity for financial institutions to enhance liquidity, generate fee-based income, and optimize the usage of capital. Asset



Securitization is a source of competitive financing for corporations. For investors, Securitized Assets offers additional investment opportunities with diverse risk/return trade-offs.

60 hours 3-month access Instructor supported

Asset/ Liability Management for Insurance Companies \$600

The program has been designed to discuss concepts and case studies on Asset Liability Management for the insurance industry. The course discusses and reviews ALM concepts such as cash flows and risks of insurance products (assets and liabilities), applicable regulatory and capital guidelines, actual case studies and current trends and developments. The course has been designed to be conceptually sound and practical.

58 hours 3-month access Instructor supported

Comprehensive Income Tax Preparation \$625

Comprehensive Income Tax Preparation is a 20-lesson Course, designed to offer students a solid foundation in individual tax preparation. This Course focuses on the tax forms needed to complete standard tax returns. Students will acquire the knowledge and skills necessary to complete federal income tax returns and research tax issues. Books Included.

60 hours 3-month access Instructor supported

Corporate Governance Training \$295

Corporate governance deals with the complex set of relationships between the corporation and its board of directors, management, shareholders, and other stakeholders. In the recent years, the regulators and legislators have intensified their focus on how businesses are being run. They are endeavoring to create a template for new corporate governance and disclosure measures, which is beneficial for both the stakeholders and controllers.

20 hours 3-month access Instructor supported

Credit Derivatives Training \$595

The development of credit derivatives is a logical extension of two significant developments: securitization, and derivatives. Credit derivatives are contracts that transfer an asset's risk and return from one counterparty to another without transferring ownership of the underlying asset. The choice of the contract depends upon the goals a financial institution is looking to achieve. The global market for credit derivatives is still quite small compared with other derivatives markets, but it is growing rapidly. A number of impediments could slow the growth of this market, most of which revolve around the complexity involved in pricing and documenting these transactions.

60 hours 3-month access Instructor supported

Financial Mathematics \$250

Financial Mathematics is a building block to learners in the field of finance. The topics expose the user to fundamental concepts such as

cash flows, present value, future value, yield and probability that form the basis for further advanced learning.

16 hours 3-month access Instructor supported

Market Risk- Basic, Intermediate, Advanced \$600

Every professional involved in the Global Financial Services industry would benefit from this training! This comprehensive course covers several important topics in the industry such as: Statistical concepts, Risk measurement, Back Testing, Stress Testing, and Value of Risk methodologies, used by leading financial institutions worldwide.

40 hours 3-month access Instructor supported

Operational Risk Management \$450

Changes in markets, techniques, technologies, and products have altered the landscape of Operations and fueled the explosive development of Operational Risk management. The regulators of financial and public companies are demanding a far greater level of disclosure and awareness by directors about the risks they manage and the effectiveness of the controls they have in place to reduce or mitigate these risks. There is also a greater realization that a major source of earnings volatility can be attributed to the way a firm operates and not "financial risk". All these changes have triggered the need for an efficient Operational Risk Management system in organizations.

60 hours 3-month access Instructor supported

QuickBooks for Small Business Owners \$275

This course was developed for owners of small businesses, all of which may have different needs. The topics are more advanced than the QuickBooks Introduction course. Students will learn how to set-up QuickBooks Pro and track customer information that is pertinent to the accounting needs of their business. This software allows the business owner to: create estimates, track job costs, progress, inventory, invoice customers, track receivables, pay bills with sales tax, complete payroll, and employee's work hours. In addition, this course also teaches the user to; write form letters in Microsoft Word, create reports in Microsoft Excel, and create financial statements. Students will need to have a copy of QuickBooks. Book Included.

16 hours 3-month access Instructor supported

QuickBooks Pro \$275

This course was developed for owners of small businesses, all of which may have different needs. The topics are more advanced than the QuickBooks Introduction course. Students will learn how to set-up QuickBooks Pro and track customer information that is pertinent to the accounting needs of their business. This software allows the business owner to: create estimates, track job costs, progress, inventory, invoice customers, track receivables, pay bills with sales tax, complete payroll, and employee's work hours. In addition, this course also teaches the user to; write form letters in Microsoft Word, create reports in Micro-





soft Excel, and create financial statements. Students will need to have a copy of QuickBooks. Book Included.

16 hours 3-month access Instructor supported

Right On the Money: Personal and Practical Personal Finance \$245

Today's ever changing financial situations necessitate that each person with an income and responsibilities have a solid and practical personal financial plan, firmly in place. This class is designed to provide that basic personal financial planning. The class provides a curriculum with the plans and procedures that will help anyone identify, understand, and accomplish their financial goals. This course covers personal financial planning, asset and credit management, savings/investment and retirement planning.

8 hours 3-week access Instructor supported

Sarbanes-Oxley Act Training \$325

The series of corporate financial scandals that took place in the United States has led to the framing of new legislation called Sarbanes-Oxley Act. This legislation was implemented to help strengthen corporate governance, restore investor confidence, and eliminate corporate corruption. The law was intended to bolster public confidence in the nation's capital markets and imposes new duties and significant penalties for non-compliance to executives, directors, auditors, attorneys and securities analysts in public companies.

24 hours 3-month access Instructor supported

Communication Skills

Report & Proposal Writing \$145

BIBUS-111-001	F	3/22	8:30 AM – 4:30 PM
BIBUS-111-002	F	6/08	8:30 AM – 4:30 PM

In this course, participants will learn how to construct reader-centered reports and proposals to get better results. A variety of formats for reports and proposals and tips for successfully writing these documents will be explored, including the request for proposal.

PREREQUISITES: None

Technical & Procedural Writing \$145

BIBUS-110-001	F	2/17	8:30 AM – 4:30 PM
BIBUS-110-002	F	5/18	8:30 AM – 4:30 PM

In this course, participants will learn how to design a clear and concise message using a step-by-step organizational pattern. Participants will be provided with an understanding of the elements of technical and procedural writing and the techniques to successfully produce technical and procedural documents.

PREREQUISITES: None

Grants – Research & Writing \$145

BIBUS-105-001	F	1/13	8:30 AM – 4:30 PM
BIBUS-105-001	F	4/27	8:30 AM – 4:30 PM

This course is designed to provide participants with an overview of the grant writing process. The steps from visioning through actual submission will be reviewed and discussed and the following three-step grant process will be explored in this class:

1. Request for proposal
2. Writing the grant
3. Review and notification process

PREREQUISITES: None

Writing for Business: Level 1 \$145

BIBUS-109-001	F	3/23	8:30 AM – 4:30 PM
BIBUS-109-002	F	6/22	8:30 AM – 4:30 PM

Strong, clear business writing is more important now than ever. In today's business world, "face time" (time spent communicating verbally face-to-face) is hard to come by. Flex-time, telecommuting, geographically dispersed co-workers and pressing time commitments make it hard to spend as much time as we'd like speaking with one another directly.

PREREQUISITES: None

Writing for Business: Level 2 \$145

BIBUS-112-001	F	3/30	8:30 AM – 4:30 PM
BIBUS-112-002	F	6/29	8:30 AM – 4:30 PM

Your business writing speaks directly for you. You can't stand over your readers' shoulders and explain what you really meant when you were writing your message. In most cases, your business messages—letters, memos and e-mails—have to stand on their own. Even if you do have the opportunity to answer questions or clarify your points in person, your business writing will often be the first impression of you (and your organization) that others receive.

In Level 1, we learned the basics of crafting business communications. The first part of this course will review the three forms of business writing and the three stages of composing a business message.

In this course, you will develop additional skills in proofreading, editing, memo organization and audience analysis.

Prerequisite: Writing for Business: Level 1



Online Communication Skills Courses

www.csc.edu/workforce/online



A to Z Grant Writing **\$99**
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Achieving Success with Difficult People **\$99**
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Advanced Grant Proposal Writing **\$99**
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant **\$99**
Increase your income while working from home by starting a grant writing consulting business.

Business and Marketing Writing **\$99**
Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Effective Business Writing **\$99**
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Effective Selling **\$99**
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Fundamentals of Technical Writing **\$99**
Learn the skills you need to succeed in the well-paying field of technical writing.

Get Grants! **\$99**
Learn how to develop successful, fundable grants from experts in the field.

Help for the Helpdesk **\$99**
Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively.

Interpersonal Communication **\$99**
Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Introduction to Nonprofit Management **\$99**
Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

Keys to Effective Communication **\$99**
Lost for words? Don't be! Learn to build rapport, trust, warmth and respect through conversation.

Leadership **\$99**
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Marketing Your Business on the Internet **\$99**
Develop an Internet marketing plan for your business that incorporates SEO, advertising, e-mail, social, media, and more.

Marketing Your Nonprofit **\$99**
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Resume Writing Workshop **\$99**
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

The Keys to Effective Editing **\$99**
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and non-fiction.

Wow, What a Great Event! **\$99**
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Writing Effective Grant Proposals **\$99**
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Writing Essentials **\$99**
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Entrepreneurial (Income Opportunities)

For entrepreneurial development assistance and high-end business consulting for start-up and emerging business owners, please see page 129 for more information.



Online Entrepreneurial Courses

www.csc.edu/workforce/online

Certificate in Online Teaching

\$495

\$795 to become a Certified Online Instructor

Advanced Teaching Online \$195
4/16 - 4/20/12 Last day to register 4/12/12

One week instructor led

In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self quizzes enhance learning.

See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor's book, Advanced Teaching Online, is included.

Instructor: William A. Draves

Designing Online Instruction \$195
2/6 - 2/10/12 Last day to register 2/12/12

One week instructor led

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more.

Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then

get tips for planning your online course, identifying resources and design guidelines.

Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

Your instructor is co-author of the book "The Online Teaching Survival Guide," which you will receive in the mail with this course.

Instructor: Dr. Rita-Marie Conrad

Building Online Learning Communities \$195
3/12 - 3/16/12
Last day to register 3/8/12

One week instructor led

In the online classroom it is the relationships and interactions among people through which knowledge is primarily generated. Come learn how to do it with the foremost authorities and authors of the popular book by the same title.

Acquire a new understanding of redefining community in cyberspace. Find out the importance of a learning community. Learn about dialogue as inquiry, negotiating discussion guidelines, and intergroup and other forms of collaboration.

Instructor: Dr. Rena M. Palloff/Dr. Keith Pratt

eMarketing Essentials Certificate \$495

Come get a fundamental yet advanced introduction to eMarketing, including improving e-mail promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.



eMarketing Essentials Certificate (cont'd)

Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Three one month courses; including readings; Dan Belhassen, lead instructor.

\$195 each or \$495 for eMarketing certificate (all 3 courses, including: Improving E-mail Promotions, Boosting Your Website Traffic, and Online Advertising)

Improving E-mail Promotions \$195 2/6- 3/2/12 Last day to register 2/9/12

One Month instructor led

Discover new ways to improve your e-mail promotions, including when to e-mail, what to e-mail, and testing e-mail copy. Then find out how to analyze your e-mail response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your e-mail promotion and responses with tracking and testing.

Get a basic introduction to e-mail promotions. If you are advanced, your instructor is an e-mail expert and can answer your toughest questions as well.

Instructor: Dan Belhassen & Susan Hurrell

Boosting Your Website Traffic \$195 3/5 - 3/30/12 Last day to register 3/8/12

One Month instructor led

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results.

No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

Instructor: Dan Belhassen & Susan Hurrell

Online Advertising \$195 4/2 - 4/27/12 Last day to register 4/5/12

One Month instructor led

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

Instructor: Dan Belhassen & Susan Hurrell



Social Media for Business Certificate \$495

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, non profits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

Online, Three one month courses; Just \$495 total. Jennifer H. Selke and Suzanne Kart, instructors.



Introduction to Social Media \$195

2/6- 3/2/12 Last day to register 2/9/12

One Month instructor led

Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social media.

Your instructor is a nationally known speaker, consultant and trainer on social networks and social media

Instructor: Suzanne Kart

Marketing Using Social Media \$195

3/5 - 3/30/12

Last day to register 3/8/12

One Month instructor led

Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization.

Your instructor is a director of marketing for a national association, and writes and speaks on the topic

Instructor: Jennifer Selke

Integrating Social Media in Your Organization \$195

4/2 - 4/27/12 Last day to register 4/5/12

One Month instructor led

Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site.

Then your instructor will help you choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy for your organization.

Find out what you can be doing, what you should be doing, and take back a plan to integrate social media into your communication and marketing.

Instructor: Jennifer Selke

Virtual Meeting Planner Certificate

2/ 6 - 4/13/12

\$795

Last day to register 2/9/12

Two months instructor led

Finally, you can acquire the best professional development in virtual meeting planning. Plus get the option of being recognized for your knowledge by becoming a Certified Virtual Meeting Planner (CVP). Virtual meetings are distance seminars and education featuring audio, slides and video in a synchronous format. They include webinars, webcasts, video casts, two-way web cams, and other audio and video formats.

Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Then get the best instructional techniques on the design and teaching of effective distance or virtual meetings. Lastly, acquire the virtual meeting planning skills involved in budgeting, pricing, and marketing virtual meetings.

Instructor: William A. Draves & Suzanne Kart

Entrepreneur Boot Camp \$195

2/6 - 3/2/12

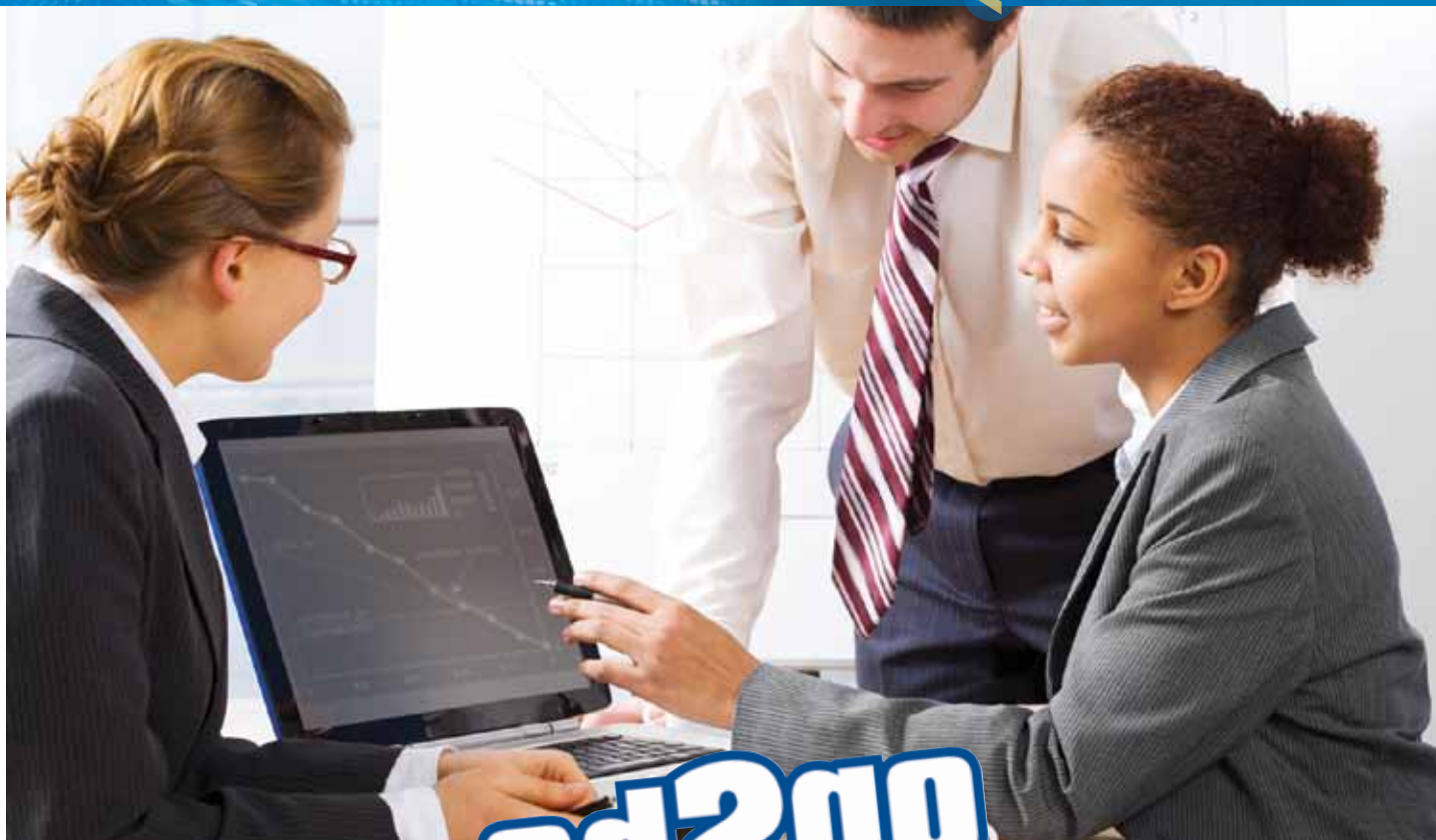
Last day to register: 2/9/12

One month instructor led

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur.

At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

Instructor: Conrad Brian Law



ed2go®

www.cscs.edu/workforce/online

Creating a Successful Business Plan \$99

Turn your business ideas into a solid plan for financing and long-term success.

Get Paid to Travel \$99

Learn everything you need to start your new and exciting career as a professional tour director.

Growing Plants for Fun and Profit \$99

An industry professional teaches you everything you need to prosper in the backyard nursery business.

Real Estate Investing \$99

Build and protect your wealth by investing in real estate.

Real Estate Investing II: Financing Your Property \$99

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.

Secrets of the Caterer \$99

Learn cooking and business secrets from a professional caterer.

Small Business Marketing on a Shoestring \$99

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits; all for little or no money.

Start and Operate Your Own Home-Based Business \$99

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Start Your Own Arts and Crafts Business \$99

Learn how to start your own arts and crafts business from a professional artist.

Start Your Own Gift Basket Business \$99

Express your creativity in a fun and profitable way, by starting a home based business as a gift basket designer.

Starting a Consulting Practice \$99

Find out how you can earn income by sharing your training or knowledge with others.

Professional Sales Skills \$99

Discover how to begin a successful and rewarding career in sales.

Finance

Certified Treasury Professional (CTP)

www.csc.edu/workforce/treasury

The AFP Learning System™ Treasury teaches the essential principles and functional practices of corporate cash and treasury management. Based on the Certified Treasury Professional (CTP) body of knowledge and written by experts, it is the preferred study resource for the CTP exam.

Certified Treasury Professional Preparation Course **\$1,095**

CPEBUS-125 -001 Thursdays, 2/23 – 5/17 5:30 – 8:30 PM

Instructors, Jeff Rayis and Jenny Morrison

This course provides seven print modules covering the complete content of Essentials of Treasury Management®, Second Edition.

- Background and Environment Management
- General Financial Analysis
- Liquidity Management
- Treasury Technology
- Long-Term Finance
- Global Finance
- Other areas of Treasury Management

The CTP sets the standard in the financial profession and is a symbol of excellence. It signifies that an individual has demonstrated the knowledge and skills required to perform competently in today's complex treasury environment.

Who should enroll? If you have been looking to broaden your knowledge and skills in the field of corporate treasury management in an effort to further your career, help your company, or prepare for the CTP exam, this course is for you!

- Practitioners executing treasury, finance or accounting functions;
- Bankers and other financial service providers developing and implementing products and services for use by corporate finance organizations;
- Technical and administrative staff supporting treasury and finance functions;
- CTPs looking for recertification credits.

This course is offered in cooperation with the Central Ohio Association for Financial Professionals.

Human Resources

Over the last several decades, the human resource function has evolved into an extremely complex profession requiring an understanding of how each facet of human resources management impacts the organization as a whole.

Continuing professional development is very important in a business climate that is becoming more diverse and more complicated all the time. The challenges that face business professionals in today's workplace are not the same ones that were faced by the business leaders of yesterday.

The Community Education and Workforce Development Division offer a variety of educational opportunities to meet the needs of today's HR professionals.

SHRM Learning System PHR/SPHR Certification Preparation Course **\$1,025**

39 hrs; CEUs through Society of Human Resource Management (SHRM)

CPEHRM-100-001 Wednesdays, 2/01-4/25 5:30 – 8:30 PM

CPEHRM-100 - Wednesdays, 8/22-11/01, 5:30 – 8:30 PM

Instructor, Jim Evans, Evans and Associates

This course provides a comprehensive review of the entire body of HR knowledge using the SHRM Learning System, the most widely used tool available to prepare for the certification exam. This intensive, fast-paced program helps participants focus their review in an instructor-led classroom environment. The program and related tasks are designed to help attendees review a great deal of information quickly, refresh areas that they may not currently be practicing, and have an opportunity to brush up on test-taking skills by answering multiple-choice questions. This course is intended for individuals who are:

- Preparing to take the PHR or SPHR examination with 2 years of exempt-level experience
- Seeking continuing professional development or a broad overview of the human resource field
- PHR or SPHR designees needing recertification credit

PREREQUISITES: Please see above information.

SHRM Essentials in HR Management **\$499**

CPEHRM-101-001 W 2/15 - 2/22 8:00 AM – 5:00 PM

CPEHRM-101- W 5/02 - 5/09 8:00 AM – 5:00 PM

CPEHRM-101- W 8/15 - 8/22 8:00 AM – 5:00 PM

CPEHRM-101- W 11/07 - 11/14 8:00 AM – 5:00 PM

Breakfast and lunch included both days

Instructor, Jane Evans, PHR, Evans and Associates

There is no better way to gain a solid foundation in human resource management. Build consistent organization-wide HR practices, learn



SHRM Essentials in HR Management (cont'd)

efficient and capable employee management skills and avoid costly litigation that could be prevented through basic HR best practices.

- Review key pieces of federal legislation on sexual harassment, age discrimination and the Family and Medical Leave Act
- Explore the role of the EEOC and understand its investigation process
- Improve employee recruitment and selection while avoiding legal pitfalls
- Understand the importance of effectively communicating base pay, incentive compensation and benefits information to staff at all levels
- Increase your knowledge of employee orientation, on boarding, development and training
- Learn the process, methods and purpose of performance appraisals

Participants receive a certificate of completion and earn up to 1.5 continuing education units (CEUs) or up to 15 recertification hours and a certificate of completion.

- Human resource management
- Recruitment and selection
- Employee development
- Employment law
- Compensation and benefits
- Performance management

Target audience: Administrative assistants, trainers, executive assistants, office managers, HR administrators, line managers, small business owners, HR specialists.

PREREQUISITES: None



Online Human Resources Courses

www.csc.edu/workforce/online

Building Teams That Work \$99

Learn the secrets of dynamic team building.

Understanding the Human Resources Function \$99

Learn to handle Human Resource functions to ensure the best possible results.

Learn to handle Human Resource functions to ensure the best possible results.

Achieving Success with Difficult People \$99

Learn how to have successful relationships with difficult bosses, co-workers, students, neighbors or relatives.

Leadership \$99

Gain the respect and admiration of others exert more control over your destiny and enjoy success in your professional and personal life.

Fundamentals of Supervision and Management \$99

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Leadership & Supervisory Skills



Online Leadership/Supervisory/Business Skills Courses

www.csc.edu/workforce/online

Supervisory & Leadership Certificate \$395

2/6 – 3/30/12 Last day to register: 2/9/12

Two months instructor led

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.

Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader.

Take home practical information along with tips and techniques that can be applied at your job immediately.

Instructor: Sally Klaus



Government Contracting \$195

2/6 - 3/3/12 Last day to register: 2/9/12

One month instructor led

Selling to the government is an opportunity that most business owners dream of. The federal government is the largest purchaser of goods and services in the world. Federal, state and local government agencies buy everything. This program will provide you with the knowledge and skills you need to pursue government contracting opportunities.

Instructor: Conrad Brian Law, COI

Media Buying Strategies \$195

3/5 - 3/30/12 Last day to register: 3/8/12

One month instructor led

Discover the marketing planning process to clearly delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process.

This course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns.

Come away with knowledge of media buying strategies to promote your organization and boost sales and profits.

Instructor: Erin Parnell

Mobile Marketing \$195

3/5 - 3/30/12 Last day to register: 3/8/12

One month instructor led

More than half of U.S. consumers who've made purchases on their smartphones have done so in response to mobile marketing messages. Smartphone sales will exceed 420 million in 2011. Analysts forecast these sales will surpass 1 billion by the end of 2016.

The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.

Instructor: Heather Dimitt

Recruiting and Retaining Gen X and Gen Y \$175

2/6 - 3/3/12 Last day to register: 2/9/12

One month instructor led

Generation X balances work and friends and family. Generation Y, the largest generation in human history, has never known a time when there was not a World Wide Web. They each have very different work styles than the Baby Boomer generation.

Get an understanding of both Gen X and Gen Y from an expert who programs and markets to Gen Y. Discover what motivates them at work, what incentives they respond to, and what messages they value.

Then take home practical, how-to tips and techniques for recruiting and retaining Generation X and Gen Y workers.

Instructor: Heather Dimitt

Video Marketing \$195

3/5 - 3/30/12 Last day to register: 3/8/12

One month instructor led

Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the "know, like and trust," factor with your audience. In this course you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness.

Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 -- even while you sleep.

Instructor: Erin Huggins



Online Professional Development/Career Management Courses

www.csc.edu/workforce/online

Individual Excellence \$99

Master 12 career-enhancing skills, including goal setting, time management, personal organization and creativity.

Mastery of Business Fundamentals \$99

Acquire practical experience in strategic planning, management and finance without enrolling in an MBA program.

High-Speed Project Management \$99

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

Administrative Assistant Fundamentals \$99

Prepare to take advantage of the many new job opportunities in healthcare, legal services and other industries.

Fundamentals of Supervision and Management \$99

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II \$99

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

Going Green at the Workplace \$99

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

Introduction to Business Analysis \$99

Learn powerful techniques to improve your decision-making skills at work.

Managing Customer Service \$99

Become indispensable to any organization by understanding how to identify and meet customer needs.

Purchasing Fundamentals \$99

Improve your company's bottom line by mastering the fundamentals of purchasing.

PMP Â® Certification Prep 1 \$149

Begin a well-paying career as a project manager by preparing to take -- and pass-- the PMP certification exam.





www.csc.edu/workforce/online

Business Research Certificate

\$495

***The following courses are only available as part of the above certificate*

Introduction to Business Research

2/6 – 3/2/12 Last day to register: 2/9/12

One month instructor led

Business Research will provide the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making. It will also provide the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. The course is broad based and provides a strong foundation for meeting business research needs. More advanced courses will be available after completion of this foundation course.

Instructor: Cathy Boys

Business Statistics

3/5 – 3/30/12 Last day to register: 3/8/12

One month instructor led

Numbers are vitally important to all types of business decision-making.

Business Coaching Certificate

\$295

***The following courses are only available as part of the above certificate*

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Mentoring and Coaching In the Workplace Level 1

2/6 - 3/2/12 Last day to register: 2/9/12

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies. It has benefits for the employer and employee. The knowledge you gather will change the way you see yourself in the workplace. Through this knowledge,

ing. From budget projections to inventory tracking, business leaders rely on numbers to help them make sound business decisions.

How can you make these numbers meaningful to you in your day-to-day planning and decision-making? Learn how to apply and interpret numbers in real-world business ideas in our business statistics course.

Instructor: Mary Dereshiwsky

Qualitative Business Research

4/2 – 4/27/12 Last day to register: 4/5/12

One month instructor led

Words are powerful information sources for sound business decisions. As a business leader, you talk to others when you have a question or need to solve a business problem. They provide a richness of information that numbers alone cannot.

How can you effectively harness the power of words when you have a need to know something? Learn how to use qualitative methods (information in words) to make the best possible business decisions in our course.

Instructor: Mary Dereshiwsky

you can find helpful strategies to navigate through work and life.

Instructor: Marie Johnson, COI and Sherri Restauri Carson, COI

Mentoring and Coaching in the Workplace Level 2

3/5 - 3/30/12 Last day to register: 3/8/12

Building on Coaching and Mentoring in the Workplace Course I, C/M II take a further in-depth look at variables involved in employee support. Additionally, in this course you will develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs. This course offers the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Instructor: Marie Johnson, COI



Certifications

HRCI/PHR Certification Program **\$1,695**

The Human Resource Certification Institute (HRCI) is the credentialing affiliate of the Society for Human Resource Management (SHRM), the world's largest association devoted to professional human resource management. HRCI works to define and maintain the HR body of knowledge, and offers assessments and certification of this knowledge. Human Resource certification demonstrates mastery of the HR body of knowledge and is widely accepted as a symbol of professional achievement. This online, 13 course series, maps to the six functional areas and is an excellent tool for helping learners refresh for the PHR exam.

50 hours 12-month access Instructor supported

Human Resources Certificate **\$2,450**

This comprehensive online program includes ten courses: Managing Diversity in the Workplace, Behavioral Interviewing, Recruiting & Retention Strategies for the Tight Labor Market, Effective Hiring and Interviewing, HRCI/PHR Certification Program, HRCI/SPHR (Senior Professional Human Resource), New Employee Orientation, Human Resources Management Essentials, Managing Diversity and Inclusiveness, Hostility and Aggression in the Workplace. Target audience; Managers, team leaders, supervisors, human resources directors, organizational development directors and employees.

175 hours 12-month access Instructor supported

Six Sigma Black Belt **\$2,295**

The Black Belt training program integrates online learning with hands-on data analysis. The course material provides an in-depth look at the DMAIC problem-solving methodology, as well as deployment and project-development approaches. The course flow follows the DMAIC methodology, with the appropriate tools and concepts taught at each stage of project deployment. Since software is used for data analysis, the course material concentrates on the application and use of the tools, rather than on detailed derivation of the statistical methods.

120 hours 12-month access Instructor supported

Six Sigma Green Belt **\$1,775**

The Six Sigma Green Belt operates in support of, or under the supervision of a Six Sigma Black Belt. Green Belt holders analyze and solve quality problems and are involved in quality improvement projects. A Green Belt is someone with at least three years of work experience and wants to demonstrate his or her knowledge of the Six Sigma tools and processes.

40 hours 12-month access Instructor supported

Project Management PMP **\$2,375**

Professionals who are PMP certified are responsible for all aspects of a project, for the life of the project. Project Managers not only lead and direct the project, but also oversee project team members. A deep and thorough knowledge of Project Management and hands-on experience is required for anyone who wants to be recognized as a PMP expert. To

help these professionals stay abreast with changes and requirements in this field, many companies offer access to online project training. PMP certification is valid for only three years, resources such as online training, helps individuals to keep on top of changes and new information to qualify for recertification.

120 hours 12-month access Self-paced

PMP Certification with Leadership and Goals Attainment **\$2,599**

PMP® certification recognizes an individual's demonstrated understanding and knowledge of project management skills needed to lead and direct project teams and to deliver results within the constraints of schedule, budget, and resources. Project Managers not only lead and direct the project, but also oversee project team members. A deep and thorough knowledge of Project Management and hands-on experience is required for anyone who wants to be recognized as a PMP expert. To help these professionals stay abreast with changes and requirements in this field, many companies offer access to online project training. PMP certification is valid for only three years, resources such as online training, helps individuals to keep on top of changes and new information to qualify for recertification.

280 hours 12-month access Self-paced

Help Desk/ Customer Service Certificate **\$1,999**

Help Desk Customer Service online training programs include interactive features and downloadable course materials that are powerfully engineered to ease IT, help desk and support professional's training experience. The training makes certification faster, more convenient, and less expensive than traditional training classes. As a Customer Service Representative, you are often the only point of contact for the customer. To him or her, you are the company. This curriculum will help you and your team makes the most of every interaction and helps you to provide the best possible service to your customers, every time. This training includes Help Desk Institute (HDI) Customer Support Specialist (CSS) certification training.

200 hours 12-month access Self-paced

Certified Associate in Project Management (CAPM) **\$2,199**

The Certified Associate in Project Management course offers you the most effective way to get the skills you need to pass the Certified Associate in Project Management (PMBOK Guide 3rd Edition Aligned) certification exam. PREREQUISITES: At the time of application, certification candidates must hold a minimum of a high school diploma or a global equivalent (please see long description for all requirements).

120 hours 12-month access Instructor supported

Certified Business Analysis Professional (CBAP) **\$1,495**

The Certified Business Analysis Professional™ (CBAP®) designation was created by the International Institute of Business Analysis (IIBA®). The IIBA is an independent, non-profit association and the only organi-





zation that may confer the CBAP Certification. The CBAP Certification signifies professionals who are experts in their field. IIBA established the formal recognition of business analysis professionals with the CBAP certification. IIBA is responsible for the creating and maintaining the CBAP exam and the Business Analysis Body of Knowledge® (BABOK®), the collection of knowledge within the profession that is the basis for the CBAP certification exam.

40 hours 12-month access Self-paced

Certificates

Export Management **\$1,095**

In today's fast-paced, complex global market, it is necessary to equip yourself with the very best resources and knowledge to not only compete, but to excel. Have you recently been promoted and you need to learn about exporting quickly? Would you like to add Continuing Education Units (CEUs) to your resume for a future promotion - or a new job? Would you like to start your own export business? You can achieve these goals by taking individual courses or by completing the Six-Course Program, passing the Final Certification Examination and earning a prestigious Certificate in Export Management.

48 hours 12-month access Instructor supported

Life Skills Coaching - Level 1 **\$1,425**

Since the turn of the century, coaching parents has become a new self-employment industry, which allows person-oriented professionals and seasoned parents to become trained in skills to help parents and families achieve better communication and connection. A parent coach is a trained, professional who is the ultimate go-to resource to help parents discover their own answers and provide mentoring that result in positive changes for the entire family. This course assists you in understanding the role of a coach for parents and also helps you attain the knowledge and skills necessary to become a successful coach for parents.

260 hours 12-month access Instructor supported

Life Skills Coaching - Level 2 **\$1,425**

A Coach for Parents learns to coach parents through their issues with their children by providing practical strategies for communication as well as connection and behavior. However the backbone of developing a successful home-based business is the marketing within your community and acquiring an Internet presence. This course assists you to move from the marketing mindset to developing a marketing plan for your target market.

260 hours 12 month access Instructor Supported

Life Skills Coaching - Level 1 and 2 **\$2,595**

Since the turn of the century, coaching parents has become a new self-employment industry, which allows person-oriented professionals and seasoned parents to become trained in skills to help parents and

families achieve better communication and connection. A parent coach is a trained, professional who is the ultimate go-to resource to help parents discover their own answers and provide mentoring those results in positive changes for the entire family. This course assists you in understanding the role of a coach for parents and also helps you attain the knowledge and skills necessary to become a successful coach for parents.

520 hours 12 month access Instructor Supported

Sales and Consulting Professional Certificate **\$2,165**

Master the art of selling! Our comprehensive range of sales and consulting training modules are built into a complete library that equips you with all the skills you need to be successful at Selling. Consider how the following definitions relate to a successful career in sales: Principle - a rule or code of conduct; Strategy - a careful plan or method especially for achieving an end; and Skill - a developed or acquired ability. These three terms help describe the difference between sales as a profession, and sales as simply a job. Whether you are inside sales, a field sales rep or seasoned sale executive this program will sharpen your skills in the highly competitive corporate world of today.

250 hours 12-month access Self-paced

Lean Manufacturing **\$895**

Most experts agree that Lean Manufacturing is not just a toolset, rather a holistic, comprehensive, enterprise-wide program designed to be integrated into an organization's core strategy. In addition, experts in this field believe that philosophy-based Lean Manufacturing strategy is the most effective way to launch and sustain Lean activities. This program includes Lean Strategies, Lean Logic, Lean Value, Lean Techniques and TestPrep to the final exam.

40 hours 12-month access Self-paced

Business Management Certificate **\$1,645**

Do you want to enhance your business management skills? Are you interested in working toward a career as a business development specialist or in one of many other exciting careers in business? Whether you already work as a business development specialist or want to improve your business management skills, this distance learning course can help you learn quality business skills that could lead to one of many money-making careers in business. Our business management course offers comprehensive career training in many key management areas, including: Business management skills, Business organization and systems, managing globally, Planning and strategy, Fundamentals of decision making, Organizational design, Managing human resources, Work motivation, and much more.

180 hours 12-month access Instructors Supported

Grant Writing Certificate **\$2,295**

The Certificate in Grant Writing course is perfect for anyone wanting to learn the essentials of writing or acquiring grants for private, public, or



government use. If you are thinking of starting a business that utilizes grants, learning the essentials of writing, researching, obtaining, maintaining, operations and strategies within the grant system is imperative. Books included

180 hours 12-month access Instructor supported

Stress Management Coaching - Level 1 **\$1,525**

Stress Management Coaching - Level 1 is more than just a course about stress. It is an experience. You will find a toolbox of skills for immediate application and for immediate benefits to prevent and manage stress in your life and the lives of others. You will learn about stress; you will learn and practice specific techniques; and you will be inspired to continue a life-long program of stress management. Stress Management Coaching is a growing field that provides powerful approaches to a healthy and balanced life.

120 hours 12-month access Instructor supported

Stress Management Coaching - Level 2 **\$1,525**

Every day, more and more people are realizing the ongoing benefits of stress management therapy. Whether people suffer from work related stress, or need to cope with the rigors of a busy lifestyle, our Stress Management Coaching - Level 2 course can teach you how to help people find tranquility in their day through a number of coping techniques. The Stress Management Coaching - Level 2 course provides an in-depth look into a number of relaxation techniques such as meditation, progressive relaxation, guided imagery, self-hypnosis, and many more! It also covers information on started your own coaching business.

260 hours 12-month access Instructor supported

Stress Management Coaching - Level 1 and 2 **\$2,495**

Stress Management Coaching is more than just a course about stress. It is an experience. You will find a toolbox of skills for immediate application and for immediate benefits to prevent and manage stress in your life and the lives of others. You will learn about stress; you will learn and practice specific techniques; and you will be inspired to continue a life-long program of stress management. Stress Management Coaching is a growing field that provides powerful approaches to a healthy and balanced life.

380 hours 12-month access Instructor supported

Courses

An Introduction to Six Sigma **\$225**

The Six Sigma Yellow Belt course will give learners a flavor of some of the methodologies used in this popular quality tool. The learner will re-

ceive an overview of the Six Sigma movement itself and some DMAIC, Control and Causal methodologies. Book Included.

8 hours 3-week access Instructor supported

Basic Management Skills **\$395**

This course will provide students the necessary tools for moving into a management position and staying there. Students will be taught how to navigate through the "management minefield" with ease, how to deal with peer as well as upper management pressure, methods for dealing with unruly employees, how to understand office politics and listening techniques for knowing what your boss is really saying. The impact of effective management on corporate goals and profitability will also be covered. Upon completion, the successful student will be empowered in dealing with all aspects of a position at the management level. Book Included.

32 hours 7-week access Instructor supported

Business and the Media: I **\$225**

Students will learn the important role that building relationships with reporters plays in getting stories about their businesses publicized, as well as the techniques they should use when dealing with the media. Students will also learn how and when to address the media, which will include information about understanding reporters' deadlines and the varying focuses of certain trade publications and/or newspapers and broadcast media. Book Included.

8 hours 3-week access Instructor supported

Business and the Media: II **\$225**

This course will build on the general information in Part I, which covers relationship-building with reporters and the different focuses of different media. Students will gain a better understanding of why working with the media is crucial when it comes to getting the word out about their businesses. Many businesspeople have reservations about dealing with the media, especially when it comes to answering pointed questions about profits and losses and mergers and acquisitions. Students will walk away from this course with a clear understanding of how and why they should make efforts to answer, or at least respond, to questions from the media, even when the focus is not necessarily positive.

8 hours 3-week access Instructor supported

Business Writing for Busy Professionals: Part 1 **\$225**

Students will learn strategies to write documents faster and better. They will learn how to customize their documents for a specific reader and to accomplish their writing purpose. They will discover ways to create documents when time is limited. Students will also master models to organize and format letters, e-mails, and reports in order to make them clear, direct, and reader friendly. Conversational writing style and parallel structure will also be covered. Book Included.

8 hours 3-week access Instructor supported



Business Writing for Busy Professionals: Part 2

\$225

This course will build on the general information in Part 1, which covers relationship-building with reporters and the different focuses of different media. Students will gain a better understanding of why working with the media is crucial when it comes to getting the word out about their businesses. Many businesspeople have reservations about dealing with the media, especially when it comes to answering pointed questions about profits and losses and mergers and acquisitions. Students will walk away from this course with a clear understanding of how and why they should make efforts to answer, or at least respond, to questions from the media, even when the focus is not necessarily positive. 8 hours 3-week access Instructor supported

Change Management

\$545

Managing change is seen as a matter of moving from one state to another, specifically, from the problem state to the solved state. Diagnosis or problem analysis is generally acknowledged as essential. Goals are set and achieved at various levels and in various areas or functions. Ends and means are discussed and related to one another. Careful planning is accompanied by efforts to obtain buy-in, support, and commitment. The net effect is a transition from one state to another, in a planned, orderly fashion. The purpose of this course is to provide a broad overview of the concept of "change management." It is written primarily for people who are coming to grips with change management problems for the first time and for more experienced people who wish to reflect upon their experience in a structured way. 110 hours 12-month access Instructor supported

Communicate for Success

\$225

This course explores individual communication styles and elements of communication. It focuses the student's attention to the finer points of communication. Ultimately the student will gain a sense of the types of communicators he or she will deal with on a daily basis and offer techniques to improve the communication process. 8 hours 3-week access Instructor supported

Editing and Proofreading for Business Writers: Part 1

\$225

This class will give students a working knowledge of the quality standards required of all business correspondence. Standard procedures to follow before a document is sent and professional techniques to spot errors will be covered. Students will be able to construct complete sentences and punctuate clauses, phrases, and appositives. They will also learn how to correctly use quotation marks, dashes, parentheses, colons, and semicolons. Students will be able to avoid confusing common look-alike and sound-alike words. They will be able to locate and correct these surface errors in a variety of documents of differing lengths. Book included. 8 hours 3-week access Instructor supported

Editing and Proofreading for Business Writers: Part 2

\$225

This class will continue the essentials of editing begun in Part 1. Students be able to match subjects and verbs, use correct verb tenses, use pronouns correctly, and make headings, bullets, and sentences parallel. They will be able to recognize when to use the active verb instead of the passive, and they will be able to avoid shifting between active and passive verbs. They will understand how to locate and correct surface errors in long and complicated documents. The editing essentials covered in Part 1 will be revisited and reinforced through practice. 8 hours 3-week access Instructor supported

Envisioning Your Desired Future

\$225

This course will give the student a new recognition that they are able to construct a very large part of their own future. There is a relationship between what we want and what we can do and create. If you are seeking a new challenge in your current profession, a change of direction that seriously engages your intellect, passion and energy, or if you are ready to get a life-long ambition underway, then this course is for you. Through a process designed to ask tough questions, you will examine your current life, your values and beliefs, and chose a better future in your career and family life. 8 hours 3-week access Instructor supported

Improving What We Do: Process Improvement Fundamentals

\$225

In today's business environment, not improving is not an option. If you aren't moving forward, you are moving backward, there is no staying even. Continuous improvement has become a part of our organizations. Successful organizations constantly measure and improve every internal and external process that contributes to customer satisfaction and organizational goals. Process improvement is used to advance those goals or to improve a measurement that is not acceptable, to obtain continuous improvement. In this course, students will learn to identify process issues, problems, and opportunities, and how the customer affects process improvement. Students will learn the steps that lead to improving a process and the importance of a process improvement team and their roles. Students will also learn the tools for understanding and accessing the current process, what is happening now. The difference between process improvement and redesign will also be covered. Book Included. 8 hours 3-week access Instructor supported

Introduction to Project Management

\$225

Project management provides significant benefits to companies and to managers when the principles and methodologies are consistently applied. A successful project manager uses both art and science, or more succinctly, both project leadership and management. Regardless of your position in an organization, good project management skills are essential. Everyone leads projects of some type, and the principles are the same for all projects - big or small. This course will help you understand



those principles and apply them in both your professional and personal life. In this course, the student will learn the art and science of leading a project and the importance of being (or having) an active sponsor.

8 hours 3-week access Instructor supported

Introduction to Successful Grant Writing **\$275**

Need funding for future projects or planned activities? Are you (a student, parent, teacher or school administrator) hoping to find a way to pay for research or services we all used to take for granted, which are no longer funded? This course provides a step-by-step approach to preparing winning grant proposals. Learn to write successful letters and grant proposals. Researching and approaching funders for grant money can help you develop new services, (strengthen your operating budget) and support existing programs. Students leave this course feeling confident in their grant writing abilities and ready to start winning the funding they need to help make a better life for themselves and others.

16 hours 5-week access Instructor supported

Fundamentals of Project Management **\$375**

Project management provides significant benefits to companies and to managers when the principles and methodologies are consistently applied. A successful project manager uses both art and science, or more succinctly, both project leadership and management. Regardless of your position in an organization, good project management skills are essential. Everyone leads projects of some type, and the principles are the same for all projects - big or small. This course will help you understand those principles and apply them in both your professional and personal life. In this course, the student will learn the art and science of leading a project and the importance of being (or having) an active sponsor. Students will learn the different steps in a project's life cycle and the keys to leading and managing a successful project. How to manage "scope creep" and how to use structured tools such as activity diagrams, project plans, charters, and GANTT charts will also be covered. Book Included.

32 hours 7-week access Instructor supported

Fundamentals of Public Relations **\$775**

The surge in popularity and importance that Public Relations has enjoyed in recent years, represents the attempt by professional management to harness yet another tool to wring success from the marketplace. "Public Image" was something unknown to the average business planner, and "press coverage" referred to paid advertisements. Today, few companies are launched without an attempt to generate some media coverage and the scope of focus of PR is changing as it expands from promoting the reputations of commercial and industrial concerns into areas of greater social involvement. This course will provide you with an in-depth knowledge of this amazing and interesting profession.

165 hours 12-month access Instructor supported

Leading Change **\$225**

Managers face a tough set of challenges each time they lead change

efforts within their organizations. They must manage their personal reactions to change while guiding their employees through transitions. This course helps managers and supervisors explore their role as change managers. Practical scenarios and real examples will help you understand the predictable phases of change management and develop strategies for managing them. Checklists and tools provide the practical link you need to stabilize and re-energize your workforce. Book Included.

8 hours 3-week access Instructor supported

Overcoming Chaos **\$225**

Multiple demands, conflicting priorities, and impossible deadlines are a way of life for many professionals. It doesn't have to be that way! This course will help you refocus your energy and regain control over your workday and your life. Focus begins within as you explore your personal preferences for organizing and thinking. You will develop a personal mission statement to guide you as you improve your skills to prioritize and focus. Worksheets and questionnaires provide tangible tools to help you plan, manage, and track responsibilities while managing multiple priorities. You'll complete this course with renewed energy and personalized tools that will help you get results!

8 hours 3-week access Instructor supported

Personality Types Among Us **\$225**

Does your cube-mate seem to be speaking a language you don't understand? Is your boss impossible to get along with? Are you having a hard time motivating one of your employees? Is your spouse from another galaxy? The key could be their personality and yours don't mesh. This course will explore personality theories and allow you to discover your own personality and how that affects the way you think and work. You will also explore how other personalities think and work and some communication and motivational tools you can use to be able to work better with them. Book Included.

8 hours 3-week access Instructor supported

Planning to Succeed: Fundamentals of Strategic Planning **\$245**

Fail to plan, plan to fail. We've all heard that piece of wisdom before. It's true in our personal lives and well as for organizations. Combining two activities, thinking strategically and long term planning, strategic planning can provide goals, communicate priorities, and keep an organization focused on what is important. Successful organizations have learned that a few people in a conference room cannot develop a strategic plan. Whether you are leading a planning effort, participating on a planning team, or just need to understand your organization's strategic plan, this course will provide the fundamentals to build upon. In this course, students will learn the importance of strategic planning and who should be involved. Students will be taught how to build a model for strategic plans and a methodology for creating a strategic plan. Students will also learn how to evaluate the external and internal environment of your organization as well as how to ensure that the organization will follow the plan. The importance and differences between business level, corporate level, and functional level strategies.



Book Included.

8 hours 3-week access Instructor supported

Preventive Stress Management \$225

This course will challenge your thinking and about how you view stressor in your life and in organizations. Stress is inevitable and essential to push individuals and organizations to grow, develop, perform and succeed. This program recognizes that work life is stressful and at times risky. The challenge and opportunity in stressful and changing times is to learn more about ourselves and how we may better respond to a changed world of work and organizational life. Students will learn about stress and its relationship to a healthy lifestyle and productivity. Students will also examine their methods of dealing with stress and their personal stress reactions. Students will be given instruction on practical new coping skills to reduce the negative impact of stress and to how to convert stress into energy. This course offers a historical perspective of stress and provides tools to enable students and the organization to be stronger, healthier and more productive. It is about achievement and health, not achievement or health. Book Included.

8 hours 3-week access Instructor supported

Principles of Management \$225

Principals of Management is an introductory course which explores the role of the manager in modern organizations. This course looks at who managers are, what management is, what managers do, and what an organization is. In addition to providing some history to how management has evolved, it will provide some insight in what it takes for a manager to be successful in the 21st century. In this course, students will learn basic management concepts and terminology as well as the history of management theory. Students will also learn how organizations are structured and why managers are important. The different roles of a manager in today's organizations and the different skills a manager must hone to be successful will also be covered. Book Included. Book Included.

8 hours 3-week access Instructor supported

Principles of Time Management \$275

In this fast-paced world all too often it seems that time is a precious commodity. There never seems to be enough and what we have is often filled to the brim with activities that leave us little time for what we want to be doing. In this course we are going to explore various approaches to managing time and organizing our schedules so that anyone can find a method that works for them. We will explore ways to prioritize what we need to do but allow time to do what we want to do. Book Included.

16 hours 5-week access Instructor supported

Professional Communication \$225

In this course students will define communication, learn about its key components and discuss ways they can improve their communication skills. Topics include defining communication, form v. content, communications issues, two major communications theories, and communications ethics. Participants will discuss aspects of good communication,

their own communication styles and how best to communicate with their audience.

8 hours 3-week access Instructor supported

Retail Management \$725

Retail businesses vary in size from a small one-man operation to large international organizations. The needs of the consumer has now produced an amazing variety of retail outlets, all of which need to have organized managers. This course is the ideal tool for students wanting to gain knowledge in the field of retail management. This course will benefit students if he or she is entering the retail trade through; small business, or just to gain knowledge for further study in the field.

145 hours 12-month access Instructor supported

Security Management for Retail Business \$725

This course covers the principles of Security Management and the operations involved to protect the business and assets. Topics covered in this class include the principles of loss and decision making within the security environment and factors that form a modern Security Management team. Students will learn the tools needed to reduce the employer's exposure to liability and loss.

140 hours 12-month access Instructor supported

Telephone Techniques for Excellent Customer Service \$245

Participants will raise their awareness about the image they are projecting over the telephone through their words and tone of voice. They will explore ways to develop an appropriate telephone personality and convey information clearly, tactfully, and professionally. Good and bad telephone practices will be covered, along with current business telephone etiquette. Participants will learn the real sources of customer satisfaction and analyze the tension between the need to handle many calls and the need to satisfy each caller. Techniques to manage angry and other difficult callers will be offered. Book Included.

8 hours 3-week access Instructor supported

The Essentials of Managing Successful Meetings \$210

This class will cover guidelines to plan and organize a meeting, create an agenda, keep a meeting on-track, conduct a discussion, maintain control, and close a meeting on time. You will learn how to deal with problem meeting members and review the roles and responsibilities of both meeting leaders and members. You will discover the common frustrations most people have with meetings and how to avoid them. You will also be able to improve future meetings through evaluation and feedback. Book Included.

8 hours 3-week access Instructor supported

Thriving on Change \$210

In today's business environment, change is the only constant. Let this





course help you explore your personal and professional reactions to change as you identify ways to positively manage transition. After reviewing the psychology of change, your instructor will guide you through a self-discovery and planning process. Next, you'll begin developing a personalized resilience plan to help you prepare for and handle a wide range of transitions. Strategies for managing reactions at all stages of the change cycle are also offered. Book Included.

8 hours 3-week access Instructor supported

Understanding and Solving Performance Issues

\$245

This course will help both you and your employees understand the true nature of performance problems and take positive action to solve them. A wide range of performance issues will be addressed, including low productivity, unacceptable quality, tardiness, and poor attendance. This course provides a step-by-step tool kit to help you analyze any performance problem, identify the best strategy for solving it and carry out the solution. The techniques empower both managers and employees to take control of their work performance. Take the course together for even greater benefit. Book Included.



www.csc.edu/workforce/online

Successful Survey Techniques

\$395

3/5 - 3/30/12

Last day to register: 3/8/12

One-month instructor led

Your customers hold the key to your organization's success. Getting to know your customers better means lower costs and better results, including higher retention, more customer satisfaction, and more returning customers.

Surveys are one of the best ways to find out what your customers want, and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys.

This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. We guarantee it (or your money back)!

Course includes a personal FREE critique of one of your surveys!
Instructor: William A. Draves





Professional Development (Business)

Certificates

Administrative Assistant / Secretary **\$1,195**

Many types of offices require the skilled work of a trained office secretary/administrative assistant. Administrative assistant duties can vary by office, but most often, an office secretary, or administrative assistant, is someone who helps to keep an office well organized and managed. Whether you want to organize your home office, enhance your current secretary skills, or start toward an exciting new career, this administrative assistant course is for you! An administrative assistant job description can vary, but overall, our course can help you better understand the skills needed to become a qualified administrative assistant. Books Included.

160 hours 12-month access Instructor supported

Cooking and Catering Certificate **\$1,695**

This home study cooking instruction course is perfect for individuals thinking of starting a catering business or for those who just love to cook. Designed by professionals in the field, this in-depth cooking instruction curriculum is also an excellent choice for learning the fundamentals of starting a catering business. From preparation to presentation, this professional cooking instruction can help you learn how to prepare high quality dishes your clients and family will enjoy. Our distance learning cooking instruction course offers an entire module on starting a catering business. This specialized module can teach you about the seven primary functions of a catering business as well as client interaction and business management among other topics. If you've ever considered starting a catering business, this cooking instruction course in an excellent place to start. Books included.

340 hours 12-month access Instructor supported

Florist/ Floral Design Certificate **\$1,695**

This floral design course is the perfect place to start to learn more about custom floral design! Whether you are interested in pursuing a career in custom floral design, or just want to learn to make arrangements for the home, office or friends, this course is for you. Unlike traditional floral design schools, we let you study at home! Our floral design materials for beginners are delivered directly to your e-mail and can help you learn the important fundamentals of custom floral design. You study when and where it is most convenient for you. Books Included

180 hours 12 month access Instructor Supported

Hotel Catering Management Certificate **\$625**

The hospitality industry is an exciting, vibrant and often glamorous field and is a great career for people of all ages. Catering managers sell hotel guest rooms, meeting and banquet facilities, and services to maximize revenue for the hotel. Emphasis is placed on selling food and beverage in conjunction with meeting and banquet facilities to companies and organizations. If you're looking for a job in an industry with continued job growth, hotel catering might be the right career for you.

20 hours 2 month access Instructor Supported

Hotel Sales Manager Certificate **\$625**

The hospitality industry is an exciting, vibrant and often glamorous field and is a great career for people of all ages. Sales are the lifeblood of any hotel or resort operation. Hotel sales managers must use proven strategies, as well as innovative techniques, for generating business from corporations, non profits, and individual travelers. In this course, you gain the knowledge and skills required to effectively generate the maximum sales revenue for your hotel or resort. If you're looking for a job in an industry with continued job growth, hotel sales might be the right career for you.

20 hours 2-month access Instructor supported

Interior Design Certificate **\$1,545**

Are you thinking about starting a career as an Interior Designer? Have you considered setting up your own business and making an income as an Interior Designer? Or maybe you have always wanted to study Interior Design to improve your own home? If you have answered yes to any of these questions then this is the course for you. As an Interior Designer you will consult with your clients to plan and carry out the design of their interior and furnishings. This course covers a whole range of aspects relating to interior design and the elements that need to be considered in the planning stages.

150 hours 12-month access Instructor supported

Photography Certificate **\$1,545**

If you ever thought about taking photography courses, this is an excellent place to start! Our photography courses provide an in-depth look at everything from photography basics to a digital photography course component. Whether you are an avid photographer, or haven't picked up a camera in years, this photography courses can help you fine tune your photography skills and revisit the ever-important photography basics. Our photography courses offer a comprehensive look at a number of important photography topics.

160 hours 12-month access Instructors Supported

Private Investigator Certificate **\$1,545**

Private investigator jobs can be intriguing, exciting and sometimes adventurous, but being a private investigator is also a serious and important career. This private investigator training can provide you with the essential skills and knowledge for a number of entry level private investigator jobs. Our distance learning private investigator training will



provide instruction on surveillance, information gathering, interview techniques and much more! Books Included.

100 hours 12-month access Instructor supported

Security and Police Sciences \$1,645

This is an excellent choice for learning more about the work of security guards and police officers. Our in-depth curriculum can help you gain a valid understanding of a number of security jobs including investigations, surveillance, security systems and more. Our course also includes a module on police officers and their important role in society. Overall, this security/police sciences distance learning course is an excellent first step in learning more about the work of security guards and police officers. Our security/police sciences course offers a thorough introduction about the work of security guards and police officers by offering practical knowledge on a number of topics

210 hours 6-month access Instructor supported

Start Your Own Business \$1,545

Would you love to be your own boss? Do you have a great idea for a business, but just don't know where to begin? Let us help you get started! Our in-depth course can provide you with a comprehensive introduction on how to start your own business. This is your chance to take that exciting first step toward a new career as an entrepreneur! Do you have an idea to start your own internet business, or start your own home business? This course is an excellent starting point in learning the fundamentals every entrepreneur should understand and employ. Book included

150 hours 12-month access Instructor supported

Travel and Tourism Certificate \$1,545

Are you interested in learning more about a travel agent career? Would you like to better understand travel and tourism jobs? Our travel and tourism school can help you learn more about a travel agent career and take the first step in getting quality travel agent training. Travel agent career professionals consistently help people plan family vacations, corporate trips, cruises, international travel, and specialty tours such as adventure vacations. Travel agents generally have access to important information regarding fares and discounts, and are knowledgeable about particular geographic locations. Overall, a travel agent career professional can help consumers plan the most appropriate travel arrangements for their needs. Our travel agent course can provide travel agent training on the essentials of a travel and tourism jobs, and could be your first step in getting one of many interesting travel and tourism jobs such as working for a corporation, online travel agency, or even working from home! Books Included.

110 hours 12-month access Instructor supported

Travel Agent Geography \$1,299

A professional travel agent must match the traveler with the right destination and services this course helps you learn how to do that exact thing. Travel Agent Geography approaches geography from the travel industry perspective and is designed not just for travel agents but for all travel professionals. Among the highlights are detailed information on



attractions, climate, lodging, and cultural patterns. Sample itineraries and profiles of typical visitors to each destination are also included in this course.

180 hours 12 month access

Instructor Supported

Wedding Consultant \$1,545

Many couples get overwhelmed with wedding planning and often rely on a trained wedding planner to help them make their important day as special as possible. The duties of a wedding consultant can vary, but often include helping the happy couple with their wedding ceremony and reception by helping to choose wedding cakes, reception sites, flowers, invitations, and much more! This is an excellent choice in learning more about the work of a wedding planner and how you can learn to help create the most memorable wedding, regardless of size or budget. The best part is that you can study at home to learn more about a career as a wedding planner. We can help you get the training you need to become a wedding consultant. Books Included

260 hours 12 month access Instructor Supported

Event Planning and Management \$1,545

Event planners need professional caliber information that explains everything from how to decorate, to the use of technology, and everything in between. In this course you will learn that information and much more. It is through planned events that we remember our shared history, our friends, family, and community. We include information on greener events, corporate social responsibility, international best practices, and the expanding event field. You will also learn how technology, including the use of social media, may be harnessed to improve the financial, environmental, and other strategic outcomes of a special event.

300 hours 12-month access Instructor supported

Event Planning and Wedding Consultant Business \$3,495

Event planners need professional caliber information that explains everything from how to decorate, to the use of technology, and everything in between. In this course you will learn that information and much more. It is through planned events that we remember our shared history, our friends, family, and community. It's the most important day in many couples' lives and everything needs to be perfect. With weddings becoming larger, costlier and more complex, more than two thirds of engaged couples are turning to professional wedding consultants for help. Learn how to combine your creative vision with their individual preferences to create the wedding of their dreams. Discover the newest wedding trends and find out how to be the first to adopt these new trends.

710 hours 12-month access Instructor supported



Life Skills Coaching - Level 1 and 2 + Wellness Coach **\$3,495**

Life Skills Coaching is one of the fastest growing professions in the world today. It is a key component of individual's success as well as an organization's toolkit for developing leaders, working with teams, and helping employees at every level achieve their personal and professional best. Through this course you can discover the techniques and tools for becoming a successful Life Skills Coach! Life Skills Coaching, Level 2 takes readers step-by-step through the coaching process, covering all the crucial ideas and strategies for being an effective, successful life coach. This course moves seamlessly from coaching fundamentals to more advanced ideas such as helping clients to identify life purpose, recognize and combat obstacles, maintain a positive mind-set, and live with integrity. Wellness coaching is about helping people to improve their lifestyle behavior. As Wellness Coaching emerges and the world discovers the value of it, it will continue to define and re-define itself. What is clear, is that wellness coaching is the application of the principles and processes of professional life coaching to the goals of lifestyle improvement for higher levels of wellness.

780 hours 12-month access Instructors Supported

Life Skills Coaching - Level 1 and 2 + Wellness Coach Business **\$3,995**

Life Skills Coaching is one of the fastest growing professions in the world today. It is a key component of individual's success as well as an organization's toolkit for developing leaders, working with teams, and helping employees at every level achieve their personal and professional best. Through this course you can discover the techniques and tools for becoming a successful Life Skills Coach! Life Skills Coaching, Level 2 takes readers step-by-step through the coaching process, covering all the crucial ideas and strategies for being an effective, successful life coach. This course moves seamlessly from coaching fundamentals to more advanced ideas such as helping clients to identify life purpose, recognize and combat obstacles, maintain a positive mind-set, and live with integrity. Wellness coaching is about helping people to improve their lifestyle behavior. As Wellness Coaching emerges and the world discovers the value of it, it will continue to define and re-define itself. What is clear, is that wellness coaching is the application of the principles and processes of professional life coaching to the goals of lifestyle improvement for higher levels of wellness. Also included in this course, the fundamentals of starting your own business, so that upon completion, you can begin your own Life Skills and Wellness Coaching Business.

930 hours 12-month access Instructor supported

Wellness Coaching + Natural Health Consultant **\$2,495**

Natural Health Consultants understand that for true healing to take place that the emotional, mental, physical and spiritual elements of each person must be addressed. Our Natural Health Consultant course will give you broad understanding of the several disciplines that fall under the heading of "natural medicine." Wellness coaching is about helping people to improve their lifestyle behavior. Wellness coaching is a new field. As it emerges and the world discovers the value of it, it will continue to define and re-define itself. What is clear is that wellness coaching is the application of the principles and processes of professional life coaching to the goals of lifestyle improvement for higher levels of wellness.

400 hours 12-month access Instructor supported

Wellness Coaching + Natural Health Consultant Business **\$3,495**

Would you love to be your own boss? Do you have a great idea for a business, but just don't know where to begin? Natural Health Consultants understand that for true healing to take place that the emotional, mental, physical and spiritual elements of each person must be addressed. Our Natural Health Consultant course will give you broad understanding of the several disciplines that fall under the heading of "natural medicine." Wellness coaching is about helping people to improve their lifestyle behavior. Wellness coaching is a new field. As it emerges and the world discovers the value of it, it will continue to define and re-define itself. What is clear is that wellness coaching is the application of the principles and processes of professional life coaching to the goals of lifestyle improvement for higher levels of wellness.

550 hours 12-month access Instructor supported



Professional Development (Teachers)

www.csc.edu/workforce/online

Being Bully Free Is on You and Me! \$99.00

BIPDV – 111-001	S	1/21	8:30 AM – 4:30 PM
BIPDV – 111-002	S	2/25	8:30 AM– 4:30 PM
BIPDV – 111-003	S	3/24	8:30 AM - 4:40 PM

This course will educate participants about the destructive effects that bullying behavior, harassment and intimidation have on the erosion of the social fabric of our schools and community as aligned in Ohio H.B. 276. This comprehensive program utilizes research-based material and incorporates information from the latest trends in bullying behavior. This course has been approved for Counselor CEUs through the Counselor, Social Worker and Marriage and Family Therapist Board of Ohio.

Participants will:

- Acquire basic information and obtain tools for appropriately addressing bullying behavior, harassment and intimidation

- Examine the harmful effects of bullying behavior and discuss the risk factors for those involved
- Understand the role of the bystanders and their importance in stopping bullying behavior
- Learn elements of an effective anti-bullying program

Target Audience: Parents, teachers, school administrators, social workers, mental health workers, child-care providers, recreation leaders, lunchroom leaders, playground leaders, counselors, violence prevention coordinators and anyone who is interested in learning more about bullying behavior.

PREREQUISITES: None

Instructor: Michelle Upshaw



Professional Development (Teachers)

www.csc.edu/workforce/online

An Introduction to Teaching ESL/EFL \$99

Learn how to be an effective English language teacher from an expert in the field.

Creating a Classroom Website \$99

Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

Creating K–12 Learning Materials \$99

Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Creating the Inclusive Classroom: Strategies for Success \$99

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day and learn proven strategies that turn diversity into opportunity.

Differentiated Instruction in the Classroom \$99

Improve your ability to teach diverse learners with

real-world examples from elementary, middle and high school classrooms.

Grammar Refresher \$99

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Guided Reading and Writing: Strategies for Maximum Student Achievement \$99

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

Guided Reading: Strategies for the Differentiated Classroom \$99

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Integrating Technology in the Classroom \$99

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the

skills educators need to use tools such as wikis, podcasts and blogs effectively.

Microsoft Excel 2007 in the Classroom \$99

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

Microsoft PowerPoint 2007 in the Classroom \$99

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

Microsoft Word 2007 in the Classroom \$99

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Practical Ideas for the Adult ESL/EFL Classroom \$99

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

Ready, Set, Read! \$99

A learning specialist shows you how to raise a successful reader and writer.

Response to Intervention: Reading Strategies That Work \$99

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Singapore Math Strategies: Model Drawing for Grades 1-6 \$99

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Singapore Math: Number Sense and Computational Strategies \$99

In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication and division problems.

Solving Classroom Discipline Problems \$99

A veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Solving Classroom Discipline Problems II \$99

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and

help even the most challenging students you're teaching make more responsible choices.

Survival Kit for New Teachers \$99

Veteran instructor shares the secrets for success in your first years of teaching.

Teaching ESL/EFL Grammar \$99

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.

Teaching ESL/EFL Reading \$99

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Teaching ESL/EFL Vocabulary \$99

Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs.

Teaching Math: Grades 4-6 \$99

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Teaching Preschool: A Year of Inspiring Lessons \$89

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

Teaching Science: Grades 4-6 \$99

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Smarter With SMART Boards \$99

Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students attention.

Teaching Students with Autism: Strategies for Success \$99

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

Teaching Students with Learning Disabilities \$99

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

Teaching Writing: Grades 4-6 \$99

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.



The Classroom Computer

\$99

Learn how to use the classroom computer to increase learning and motivate students.

The Creative Classroom

\$99

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

The Differentiated Instruction and Response to Intervention Connection

\$99

Learn how to combine two powerful educational approaches; Differentiated Instruction and Response to Intervention; so you can enable every student in your classroom to succeed.

Understanding Adolescents

\$99

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop and how you can best meet their needs.

Using the Internet in the Classroom

\$99

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.



www.csc.edu/workforce/online

Courses for K-12 Teachers

Students with Aspergers

\$245

3/5 - 3/30/12 Last day to register 3/8/12

One month instructor led

Today, every school in America has students who have been diagnosed with Asperger's Syndrome—a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger's Syndrome. In this course, you take away strategies for working effectively with Asperger's students. And you will find out how to work effectively with parents to create the most positive learning environments for children and teens with Asperger's Syndrome.

The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

Instructor: Julie Coates

Gender in the Classroom*

\$245

3/5 - 3/30/12 Last day to register 3/8/12

One month instructor led

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace.

Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how

boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else.

Instructors: Julie Coates and William A. Draves

Online Learning & Teaching for K-12 Teachers*

\$245

3/5 - 3/30/12 Last day to register 3/8/12

One month instructor led

Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs.

Then find out how you can begin to use the web in your own teaching. See why web-enhanced courses are being introduced in K-12 schools. Then take home online strategies for helping your students to learn more and preparing them for the workplace.

Instructor: William A. Draves,

Social Media for K-12 Teachers*

\$245

4/2 - 4/27/12 Last day to register 4/5/12

One month instructor led

Facebook, Twitter, YouTube, it's seems everyone, including your students, talk about ways the Internet let's them stay in touch and see what others are doing. Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time effective ways to communicate with their parents? GoogleD-ocs, Adobe ConnectNow, iGoogle, Flickr, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter

can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. You will also spend some time discussing ways to overcome resistance you might encounter in using these programs. For any teacher interested in social media, from beginners to advanced social networkers.

Instructor: Heather Dimitt

Generational Learning Styles* for K-12 Teachers \$245
 4/2 - 4/27/12 Last day to register 4/5/12

One month instructor led

Regardless of your age, it is always helpful to increase your understanding of how your current students learn and what your future students might need. Students learn in a variety of ways,

this course will focus on the influence of generational characteristics on learning styles. Your students learn differently than you do. Come find out how to help your students learn more. And discover something new about yourself too!

We will explore fascinating information on the brain and how each generation has responded to their unique "cohort experience". You will acquire the skills and information needed to facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching. Come away with our top 20 generational techniques for helping your students learn more.

Instructor: Kassia Dellabough, MS, GCDF

*1 graduate credit available for each of these 4 courses through University of South Dakota - Fee paid directly to them





Professional Development (Teachers)

Certificates

Child Day Care Management \$1,685

Do you love being around children? Have you ever thought about becoming a child care worker or wondered if you could start a home day care business? Child day care management distance learning course can provide you with the information to take the first step toward earning an attractive child care worker salary. You could even learn some basic ideas on how to start a home day care business! A child care worker is a special person who helps children grow, learn, and gain new skills every day. A child care worker also provides behavioral and emotional support so children feel safe and comfortable while with a child care worker. Whether you want to start a home day care business, already work at a day care center, or are looking to learn more about a career as a child care worker, this course can help. Book included.
300 hours 12-month access Instructor supported

Child Day Care Management with Nutrition and Safety \$2,895

Child day care management distance learning course can provide you with the information to take the first step toward earning an attractive child care worker salary. You could even learn some basic ideas on how to start a home day care business! A child care worker is a special person who helps children grow, learn, and gain new skills every day. A child care worker also provides behavioral and emotional support so children feel safe and comfortable while with a child care worker. The Child Health, Safety and Nutrition class is for anyone who works in a role that touches children's lives. The material is based on the most current research and reflects the latest developments in health, safety and nutrition as well as their application in multiple settings. This course covers the contemporary health, safety and nutrition needs of infant through school-age children, with extensive coverage of topics critical to the early identification of children's health conditions and the promotion of children's well-being.
460 hours 12-month access Instructor supported

Courses

Learning Styles in the Classroom \$305

Does it seem like some of your students get it with very little help from you while others never seem to even after a lot of one-on-one coaching? If so, it could be that you are not speaking their learning language.

Every person brings their own learning style to the classroom, even young children. By learning about your own learning style and the learning styles of others you will learn ways to reach all of your students and to help them to learn better.

16 hours 5-week access

Instructor supported

Moving a Course from the Classroom to Cyberspace \$225

Building an online course is not the same as preparing to teach in the classroom. A well-designed online course requires more preparation. Since learning online is different than learning in the classroom, you will need to be aware of what works and what doesn't. This course will introduce you to the process of instructional design for online learning and will walk you through the process of building one unit of study for your course. You will learn how to build online interactions and to make your courses more student-centered.

8 hours 3-week access

Instructor supported

Multiple Intelligences in the Classroom \$305

Every student in your class is intelligent. The trick is to find out just how he or she is intelligent and tapping that to help your student to learn more easily and to allow him or her to add a new dimension to your course. Howard Gardner's Multiple Intelligence Theory defines students as intelligent in one of eight areas. By teaching to a student's intelligences and by allowing them to express themselves using their preferred intelligences the entire classroom can be enriched. Students will explore the Multiple Intelligences theories and learn to design lesson plans that appeal to various intelligences.

16 hours 5 week access

Instructor Supported

Teaching Online Successfully \$225

The role of the teacher in the online classroom is no less important than it is in the traditional classroom, it is just different. Get insights in to how to make the move from "stage on the stage" to "guide on the side" as you move your classroom into cyberspace. This course will introduce you to the tools used in the online classroom, the concepts of student-centered learning; give you ideas on how to encourage student participation. All of this will help you find your place in the virtual classroom.

8 hours 3 week access

Instructor Supported

TOEFL Test Preparation \$655

This TOEFL Test Prep Course is packed with everything you need to succeed on the TOEFL test. We show you exactly what to expect on the test, tell you precisely how the test is scored and give you hundreds of authentic test questions to study for practice. You will receive a textbook, a CD-ROM, and access to 2 full-length authentic TOEFL practice tests online.

45 hours 2-month access

Instructor supported

Computer Skills and Graphics

Get up to speed quickly through multiple offerings of short, effective one-day computer application seminars from Microsoft Office.



Introduction to Microsoft® Word 2007 \$145

BICPT-501-001	F	1/06	8:30 AM – 4:30 PM
BICPT-501-002	F	4/06	8:30 AM – 4:30 PM

This course will provide students with the basic concepts required to create, edit and enhance simple documents.

PREREQUISITES: Students should be comfortable in the Windows environment and be able to manage information on a computer. They should be able to launch and close programs, navigate to information stored on the computer and manage files and folders.



Intermediate Microsoft® Word 2007 \$145

BICPT-511-001	F	1/20	8:30 AM – 4:30 PM
BICPT-511-002	F	4/13	8:30 AM – 4:30 PM

In this course, you will create complex documents in Microsoft Word 2007 by adding components such as customized lists, tables, charts and graphics.

PREREQUISITES: Students should be able to use Microsoft Word 2007 to create, edit, format, save and print basic business documents that contain text, basic tables and simple graphics.



Introduction to Excel 2007 \$145

BICPT-502-001	F	3/16	8:30 AM – 4:30 PM
BICPT-502-002	F	6/08	8:30 AM – 4:30 PM

In this course you will use Microsoft Excel 2007 to manage, edit and print data.

PREREQUISITES: Students should be familiar with using personal computers with a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, they should be able to launch and close programs, navigate to information stored on the computer and manage files and folders.



Intermediate Excel 2007 \$145

BICPT-512-001	F	3/30	8:30 AM – 4:30 PM
BICPT-512-002	F	6/15	8:30 AM – 4:30 PM

In this course, you will use Microsoft Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics and formulas.

PREREQUISITES: To ensure your success, we recommend that you have experience with creating, editing, formatting, saving and printing basic spreadsheets in Microsoft Excel 2007.

Introduction to Microsoft® Access 2007 \$145

BICPT-504-001 T 2/07 8:30 AM – 4:30 PM
BICPT-504-002 F 5/11 8:30 AM – 4:30 PM

In this course you will examine the basic database concepts and create and modify databases and their various objects using the Microsoft Office Access 2007 relational database application.

PREREQUISITES: Students should have completed the following courses or possess equivalent knowledge before starting this course:

- Windows 2000: Introduction
- Windows XP: Introduction
- Windows XP: Level 1
- Windows XP: Level 2

Intermediate Microsoft® Access 2007 \$145

BICPT-514-001 W 2/22 8:30 AM – 4:30 PM
BICPT-514-002 F 5/25 8:30 AM – 4:30 PM

In this course, you will learn to use Access more effectively by learning how to normalize and implement referential integrity. In addition, learn how to relate tables, create advanced queries, add graphics and calculations to forms and reports and add charts.

PREREQUISITES: Students should have completed the following courses or possess equivalent knowledge before starting this course:

- Windows 2000: Introduction
- Windows XP: Introduction
- Windows XP: Level 1
- Windows XP: Level 2

Introduction to Microsoft® Project \$145

BICPT-601-001 F 2/17 8:30 AM – 4:30 PM

In this course, you will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources and finalize the project to implement the project plan.

PREREQUISITES: Students enrolled for this course should have the following:

- An understanding of project management concepts
- Knowledge of a Windows operating system, either Windows XP or Windows Vista
- Project management fundamentals
- A basic knowledge of Microsoft Word and Microsoft Excel

Advanced Microsoft® Project \$145

BICPT-621-001 F 11/18 8:30 AM – 4:30 PM

In this course, you will learn advanced tools and techniques such as baselines, hyperlinks, drawing tools, reports, consolidating multiple projects and sharing resources across projects.

PREREQUISITES: Students enrolled for this course should have the following:

- An understanding of project management concepts
- Knowledge of a Windows operating system, either Windows XP or Windows Vista
- Project management fundamentals
- A basic knowledge of Microsoft Word and Microsoft Excel





Online Computer Skills and Graphics

www.csc.edu/workforce/online

Facebook for Business \$245

3/5 - 3/30/12 Last day to register: 3/8/12

One-month instructor led

Advanced Skills for Businesses and Organizations

Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform.

Instructor: Jennifer Selke

Google Analytics \$195

3/5 - 3/30/12 Last day to register: 3/8/12

One-month instructor led

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leverage more success from their website.

Instructor: Dan Belhassen and Susan Hurrell

Photoshop \$195

2/6 - 3/3/12 Last day to register: 2/9/12

One-month instructor led

Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

Instructor: Elissa Rose

Twitter \$195

3/5 - 3/30/12 Last day to register: 3/8/12

One-month instructor led

Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.

Instructor: Suzanne Kart

YouTube for Business \$195

3/5 - 3/30/12 Last day to register: 3/8/12

One-month instructor led

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people.

Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features.

YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

Instructor: Jennifer Selke





Achieving Top Search Engine Positions \$99

Learn proven step-by-step strategies to achieve the highest possible position with the major search engines.

Administrative Assistant Applications \$99

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

Advanced Microsoft Excel 2003 \$99

Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Advanced Microsoft Excel 2007 \$99

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

Advanced Web Pages \$99

Take your Web development skills to the next level as you learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.

Computer Skills for the Workplace \$99

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

Creating Web Pages \$99

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

Designing Effective Websites \$99

Learn powerful graphic design techniques and build websites that are both attractive and effective.

Intermediate CSS and XHTML \$99

Take your CSS and XHTML skills to the next level and learn how to create professional-quality websites.

Intermediate Dreamweaver CS3 \$99

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven web development expert.

Intermediate Dreamweaver CS4 \$99

Take your Web design skills to the next level as you master Adobe Dreamweaver, exploring pure CSS layout and learning how to incorporate multimedia elements such as Flash video and audio.

Intermediate Dreamweaver CS5 \$99

Take our web design skills to new heights as you master advanced Adobe Dreamweaver CS5 techniques.

Intermediate Flash CS4 \$99

Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.

Intermediate Flash CS5 \$99

Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.

Intermediate Microsoft Access 2003 \$99

Learn to solve real-world business problems with Microsoft Access 2003.

Intermediate Microsoft Access 2007 \$99

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

Intermediate Microsoft Excel 2003 \$99

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

Intermediate Microsoft Excel 2007 \$99

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

Intermediate Microsoft Excel 2010 \$99

Take your Microsoft Excel 2010 skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Intermediate Microsoft Word 2003 \$99

Take advantage of Word 2003's publishing capabilities to create eye-catching documents.

Intermediate Microsoft Word 2007 \$99

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

Intermediate Microsoft Word 2010 \$99

Master the more advanced features of Microsoft Word 2010

and learn how to create an index, build a list of figures, design a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts.

Intermediate Oracle **\$99**

Learn how write powerful and flexible PL/SQL programs.

Intermediate Photoshop CS3 **\$99**

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Intermediate Photoshop CS4 **\$99**

Learn advanced techniques for using Adobe Photoshop CS4 to edit your images and photos.

Intermediate Windows Vista **\$99**

Master the skills you need to word with files, folders, disks, programs, and shortcuts in Windows Vista.

Introduction to Adobe Acrobat 9 **\$99**

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

Introduction to CorelDRAW X3 **\$99**

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the web.

Introduction to Creating WordPress Web Sites **\$99**

Learn how to use WordPress, a free popular Web design too, to quickly and easily create attractive blogs and interactive Web sites.

Introduction to Crystal Reports **\$99**

Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.

Introduction to Crystal Reports 10 **\$99**

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

Introduction to CSS and XHTML **\$99**

Learn to create state-of-the-art websites using modern CSS and XHTML techniques.

Introduction to Dreamweaver 8 **\$99**

A Silicon Valley veteran shows you how to harness the power of the industry standard tool for web designers.

Introduction to Dreamweaver CS3 **\$99**

Learn Adobe Dreamweaver from a web design pro, and get the

training you need to develop first-class websites!

Introduction to Dreamweaver CS4 **\$99**

Learn to use Adobe Dreamweaver CS4 to design, create and maintain user-friendly websites full of professional-quality web pages.

Introduction to Dreamweaver CS5 **\$99**

Learn to use Adobe Dreamweaver CS5 to design, create and maintain user-friendly websites full of professional-quality web pages.

Introduction to Flash CS4 **\$99**

Learn how to use Adobe Flash CS4 software to create engaging websites, Flash movies, animation and interactive applications.

Introduction to Flash CS5 **\$99**

Learn how to use Adobe Flash CS5 to create engaging websites, Flash movies, animation and interactive applications.

Introduction to Illustrator CS3 **\$99**

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

Introduction to Illustrator CS4 **\$99**

Master the fundamentals of Adobe Illustrator CS4 and learn to create spectacular vector images.

Introduction to Illustrator CS5 **\$99**

Learn to create vector graphics and add amazing effects using Adobe Illustrator CS5.

Introduction to InDesign CS3 **\$99**

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

Introduction to InDesign CS4 **\$99**

Learn how to use Adobe InDesign software to design and produce professional quality letterhead, brochures, newsletters, business cards, and more.

Introduction to InDesign CS5 **\$99**

Learn how to use Adobe InDesign CS5 software to design and produce professional quality letterhead, brochures, newsletters, business cards, and more.

Introduction to Linux **\$99**

Learn how to use the Linux desktop operating system along with the included productivity, multimedia and Internet software.



Introduction to Microsoft Access 2003 \$99

Learn how to store, locate, print and automate access to all types of information.

Introduction to Microsoft Access 2007 \$99

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home or community.

Introduction to Microsoft Excel 2003 \$99

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Excel 2007 \$99

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Introduction to Microsoft Excel 2010 \$99

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Expression Web \$99

Learn how to use Microsoft Expression Web to create Web sites, and discover how MS Expression makes it simple to design, edit, and maintain your sites.

Introduction to Microsoft Outlook 2007 \$99

Become a productive and confident Microsoft Outlook 2007 user.

Introduction to Microsoft Outlook 2010 \$99

Take control over your meetings, emails, and to-do lists by mastering the essentials of Microsoft Outlook 2010.

Introduction to Microsoft Powerpoint 2003 \$99

Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the web.

Introduction to Microsoft Powerpoint 2007 \$99

Learn how to use Microsoft PowerPoint 2007 to create impressive, professional-looking slide presentations.

Introduction to Microsoft Powerpoint 2010 \$99

Learn how to use Microsoft PowerPoint 2010 to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

Introduction to Microsoft Project 2003 \$99

An experienced project manager reveals how to use the world's most popular tool for planning, implementing and controlling projects.

Introduction to Microsoft Project 2007 \$99

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

Introduction to Microsoft Project 2010 \$99

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software.

Introduction to Microsoft Publisher 2007 \$99

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

Introduction to Microsoft Word 2003 \$99

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

Introduction to Microsoft Word 2007 \$99

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

Introduction to Microsoft Word 2010 \$99

Learn how to create and modify documents using Microsoft Word 2010, and the world's most popular word processing program.

Introduction to Oracle \$99

Learn how to use the Oracle database management system to plan, organize and manage your data.

Introduction to Photoshop CS3 \$99

Learn how to use Photoshop CS3 to fix and process photos and create original images.



Introduction to Photoshop CS4 \$99

Learn how to use Adobe Photoshop CS4 to edit images, process photos, and create original graphics.

Introduction to Photoshop CS5 \$99

Learn how to use Adobe Photoshop CS5, the world's best graphics program, to edit and process photos and create original images.

Introduction to Windows 7 \$99

Get up to speed quickly on Microsoft Windows 7 with this fun and easy hands-on course for beginners.

Introduction to Windows Vista \$115

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Introduction to Windows XP \$99

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Keyboarding \$99

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Navigating the Internet \$99

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, e-mail and more.

Photographing Nature with Your Digital Camera \$99

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photoshop CS4 for the Digital Photographer \$99

Learn how to use the Adobe Photoshop CS4 software to edit and enhance your digital photos.

Photoshop CS5 for the Digital Photographer \$99

Learn how to use the Adobe's Photoshop CS5 software to edit and enhance your photographic images.

Photoshop CS5 for the Digital Photographer II \$99

Learn how to use the Adobe's Photoshop CS5, to take your photo-editing skills to the next level by mastering its advanced features.

Photoshop Elements 7 for the Digital Photographer \$99

In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images.

Photoshop Elements 7.0 for the Digital Photographer II \$99

If you already know the basics of Photoshop Elements 7, it's time to learn the advanced features.

Photoshop Elements 8.0 for the Digital Photographer \$99

Learn to use Adobe Photoshop Elements 8 to bring out the best in your digital photos and images.

Photoshop Elements 8.0 for the Digital Photographer II \$99

If you already know the basics of Photoshop Elements 8, it's time to learn the advanced features.

Photoshop Elements 9.0 for the Digital Photographer \$99

Learn the secrets Adobe's Photoshop Elements 9 and bring out the best in your images.

Photoshop Elements 9.0 for the Digital Photographer II \$99

Master the tools in Adobe's Photoshop Elements 9, and take your image-editing skills to the next level!

Project Management Applications \$99

Experienced project manager teaches you tricks of the project management trade.

Project Management Fundamentals \$99

Gain the skills you'll need to succeed in the fast-growing field of project management.

**Travel Photography for the Digital Photographer** **\$99**

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

Web 2.0: Blogs, Wikis, and Podcasts **\$99**

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

What's New In Microsoft Office 2007 **\$99**

Learn the most Important new features of Microsoft Word, Excel, Powerpoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.



➤ Construction and Environmental Industry



Home Inspection Training **\$995**

CPETMT-107	M-Th S	5/12-5/15 5/17	6-10 PM 9 AM – 5 PM
CPETMT-107	M-Th S	5/19-5/22 5/24	6-10 PM 9 AM – 5 PM
CPETMT-107	M-Th S	8/13-8/16 8/18	6-10 PM 9 AM – 5 PM
CPETMT-107	M-Th S	8/20-8/23 8/25	6-10 PM 9 AM – 5 PM

Ohio currently has over 100,000 annual home sales, over 40,000 licensed real estate sales professionals, nearly 2,500 licensed real estate appraisers, and less than 700 practicing home inspectors. That leaves a great deal of work for a small number of inspectors.

Property inspection is a technical and complex field that requires expert skills and a professional approach. By taking this course you will have an opportunity to gain, these technical and complex, skills needed to be successful in this career.

By taking this course, students will have an opportunity to begin a new career and gain the knowledge needed to succeed, in the Home Inspection field. The course includes: 45 hours of instruction to learn the InterNACHI standards for home inspection, experience several on-site inspections and a free one-year membership to NACHI.

Instructor: Dale Williams

IFMA Facility Management Professional (FMP) **\$2,295**

CPETMT-0120	T Th	1/10 - 3/15	5:30- 8:30 PM
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Course includes: 10 weeks of Instructor-led instruction, comprehensive print materials, interactive online study tools, and final FMP assessments.

IFMA's Facility Management Professional (FMP) credential is an assessment-based certificate program demonstrating a proven comprehension of the foundations of facility management. The IFMA FMP Credential Program was developed by a team of global industry experts to teach four knowledge domains which align with the results of the most recent IFMA global job task analysis;

- Operations and Maintenance
- Project Management
- Finance and Business Essentials
- Leadership and Strategy Essentials

This instructor-led program offers the self-study materials combined with live, expert instruction.

- Learn from expert instructors
- Expand your professional network and share ideas with your peers
- Avoid procrastination by following a set class syllabus
- Take advantage of employer tuition reimbursement programs.



Green Education for Green Jobs

Turn your passion for the environment into a green career.

Columbus State Community College is making sustainability a prominent part of campus culture, from how our institution operates to the courses offered to students. The Center for Workforce Development is dedicated to creating the workforce needed in the community to fill jobs in the emerging green economy.

LEED Green Associate Preparation Course

\$450

CPETMT-110-013 Instructor: Dan Ball	S	9:00 AM – 3:00 PM 1/04, 1/14, 1/21
CPETMT-110-014 Instructor: Nikki Wildman	T	6:00 – 9:00 PM 2/28, 3/06, 3/13, 3/20, 3/27
CPETMT-110-015 Instructor: Dan Ball	S	9:00 AM – 3:00 PM 4/21, 4/28, 5/05
CPETMT-110-016 Instructor: Nikki Wildman	T	6:00 – 9:00 PM 8/07, 8/14, 8/21, 8/28, 9/04
CPETMT-110-017 Instructor: Dan Ball	S	9:00 AM – 3:00 PM 10/06, 10/13, 10/20

CPETMT-110-018 **T**
Instructor: Nikki Wildman

6:00 – 9:00 PM
11/06, 11/13, 11/20,
11/27, 12/04

Passing the Green Associate exam is your first step to becoming a LEED Accredited Professional. Our program will not only increase your chances for passing this exam, it also meets the GBCI eligibility requirements for a person to be engaged or to have completed an educational program that addresses green building principles. This course covers everything you need to know to pass the exam, including a review of all LEED rating systems, a review of the Green Building concepts such as vegetated roofs, rapidly renewable materials, on-site renewable energy, low-emitting materials and other essential concepts. The course also includes a complete discussion on what the United States Green Building Council (USGBC) calls its core curriculum: Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources and Indoor Environmental Quality. Included in the course is a field trip to a LEED Certified building and the following materials: Green Building and LEED Core Concepts Guide, First Edition, and LEED Green Associate Study Guide.

This course is ideal for facility owners, contractors, construction managers, architects, lawyers, builders, engineers, electricians, suppliers, manufacturers, legal counsel, government agencies, inspectors, non-profit organizations, city planners, product representatives, facility managers, energy industry professionals, real estate brokers, students and anyone interested in understanding green building principles or looking for a new career path (or anyone interested in developing a foundation of basic green building knowledge).

PREREQUISITES: There are no prerequisites to TAKE the class; however, for an individual to TAKE the LEED GREEN ASSOCIATE exam, individuals must have experience in the form of involvement on a LEED-registered project, employment (or previous employment) in a sustainable field of

work or engagement in (or completion of) an education program that addresses green building principles. An individual must meet only one of these criteria to demonstrate eligibility.

Residential Alternative Energy Basics Series **\$190**

CPETMT- 125-001 S 8:30 AM – 12:30 PM
2/11, 2/18, 2/25

CEUs Available! 12 hours (CEUs available from the Ohio Board of Building Standards and the Building Performance Institute (BPI); the Ohio Construction Licensing Board and the Ohio Department of Commerce, Division of Real Estate, and the American Institute of Architects (AIA) and pending CEUs through the Green Building Certification Institute (GBCI).

These courses are presented as a series or as three stand-alone courses.

Early Bird Special: \$190.00 for entire series or \$70.00 each
Price increase after 9/3/11: \$210.00 for entire series or \$80 each

Solar Thermal Basics

CPETMT- 126-001 S 8:30 AM – 12:30 PM
2/11, 5/12, 8/11, 11/03 **Instructor: Darin Hadinger**

Solar Electric Basics

CPETMT-127-001 S 8:30 AM – 12:30 PM
2/18, 5/19, 8/18, 11/10 **Instructor: Michael Robison**

Wind Energy Basics

CPETMT-128-001 S 8:30 AM – 12:30 PM
2/25, 5/26, 8/25, 11/17 **Instructor: Darin Hadinger**

This series provides the basics to common sources of alternative energy, including small wind turbines, solar photovoltaic (PV) and solar thermal systems. Major topics include history, component parts, field applications, basic designs, investment and return strategies, government regulations, comparative efficiencies and the overall importance of energy efficiency.

Target audience: Professionals within the electric, HVAC, plumbing and construction industries, as well as individuals interested in learning more about alternative energy.

PREREQUISITES: None

Solar Thermal Basics **\$70**

CPETMT-126	2/11	4 hours
CPETMT-126	5/12	4 hours
CPETMT-126	8/11	4 hours
CPETMT-126	11/03	4 hours

This session will provide an overview of energy use and resource availability, the history of harnessing solar energy, solar thermal components and associated functions, solar thermal applications and basic designs, solar thermal installation considerations, local case studies and roles and certifications associated with solar design and installation.

Solar Electric Basics **\$70**

CPETMT-127	2/18	4 hours
CPETMT-127	5/19	4 hours
CPETMT-127	8/18	4 hours
CPETMT-127	11/10	4 hours

This session will provide an overview of energy use and resource availability, history of harnessing solar energy, solar electric components and associated functions, solar electric applications and basic designs, solar electric installation considerations, local case studies and roles and certifications with solar design and installation.

Wind Energy Basics **\$70**

CPETMT-128	2/25	4 hours
CPETMT-128	5/26	4 hours
CPETMT-128	8/25	4 hours
CPETMT-128	11/17	4 hours

This session will provide an overview of energy use and resource availability, history of harnessing wind energy, types of wind turbines, wind turbine components and associated functions, wind turbine installation considerations, local case studies and roles and certifications associated with wind system design and installation.

COMING SOON...

- **NABCEP Entry Level Program**
- **BPI Energy Auditing**





Online GREEN Courses

www.cscce.edu/workforce/online



LEED Green Associate Exam Preparation \$695

2/6 - 3/30/12 Last day to register: 2/9/12

Two months instructor led

Get the knowledge to excel as a green professional in the new economy. Acquire an introduction to sustainability and how it lays the foundation for a deeper understanding of the green building process. Participants who successfully complete this course are eligible and prepared to sit for the US Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Associate exam.

For anyone who wants more than a basic understanding of sustainability and green building concepts, including those with a stake in their company's building practices, those directly involved in green building projects, and those pursuing the LEED Green Associate professional accreditation. LEED is a third-party certification program and nationally accepted benchmark for the design, construction, and operation of high performance green buildings.

Instructor: Kelly Gearhart

Introduction to Implementing Green Workplaces \$195

2/6 - 3/2/12 Last day to register: 2/9/12

One month Instructor led

A greener workplace can provide substantial benefits to your organization's triple bottom line – people, planet and profits. By reducing the energy intensity of their buildings and materials demand and waste, green workplaces can save money and reduce their impact on the environment. Come discover the keys to making green workplaces a success for you and your organization. This course is suitable for those new to green workplaces or already working in a green space and interested in enhancing their knowledge of what makes it a green space. Includes a green workplace toolkit.

Instructor: Pepper Smith and Kelly Gearhart



ENTRY LEVEL GREEN TRAINING

Intro to Building Energy Efficiency \$495

The training at this level provides prospective weatherization professionals with baseline knowledge in the essential concepts needed for weatherization work. Installers are managed by a Crew Chief, and implement the measures defined by an Auditor. Prospective Installers will be introduced to best practices in air sealing, insulating, duct sealing and base-load energy improvements for conventional homes and mobile homes. In addition, Installers will be introduced to the essential concepts in building science in order to help them understand not just how, but why particular measures need to be taken to improve the energy efficiency, combustion safety and indoor air quality of buildings.

30 hours

6 month access

Instructor Supported

Green Building Sales Professional \$525

This program is specifically for professionals selling or marketing a certified green residential (real estate professionals), commercial or government project. Our goal is to provide homeowners, developers, builders, investors, realtors and professionals with a resource for clearly understanding the in-depth concept of green building and how it applies to your projects, purchases, marketing and sales within the marketplace. Topics covered: intro green building, environmental quality, resource efficiency advantages, sustainable preventative maintenance and sales and marketing advantage.

40 hours

6 month access

Instructor Supported

Green Building Technical Professional \$525

This course provides you with the tools needed to determine a green project. Discover what the future may hold for a green lifestyle. This track is designed specifically for those individuals who are involved in the nuts and bolts of green building. Engineers, architects, builders and those who would like to have a more in-depth approach to green building. Topics covered: intro green building, environmental quality, resource efficiency advantages, sustainable preventative maintenance and advanced green technologies.

40 hours

6-month access

Instructor Supported



Green Building for Contractors Level 1

\$1,295

Ideal for the contractor in the field! Learn green building practices for experts in the field. Train your crew to be “green” savvy! Once an emerging trend, green building has become a growing part of today’s construction industry. With the down market, it has become even more important for industry players to capture the opportunity created by the demand for more sustainable buildings. To become Green Builder certified, each enrolled user must complete the first seven courses. Each study course in this curriculum addresses the fundamental principles of green building relating to energy efficiency, building durability, indoor air quality, resource efficiency and water efficiency.

60 hours 12-month access Self-paced

Green Building for Contractors Level 2

\$1,195

This six-course Advanced Green Builder certification program, presented in partnership with EEBA, the Energy and Environmental Building Alliance, features the acclaimed “Houses that Work” housing science curriculum and is accredited for continuing education by AIA, AIBD, BPI, NAHB, RESNET and USGBC. Completion of the course work includes passing the test associated with each course. Users who pass all tests, and complete a student feedback evaluation, will be eligible to receive an Advanced Green Builder Certificate. The course presenters are some of the most knowledgeable building scientists in the business.

40 hours 12-month access Self-paced

Carbon Strategies

\$645

This course provides an overview of the World Resources

Institute (WRI) Greenhouse Gas Protocol Initiative and describes various components of a climate-related strategy. It will summarize the critical steps for your firm to develop a successful carbon strategy across its boundaries, which includes assessing emissions and exposure to climate related risks, evaluating action options, setting goals and targets, developing financial mechanisms, engaging the organization, formulating policy strategy and managing external relationships.

10 hours 6-week course Instructor supported

Green Purchasing Fundamentals \$645

Organizational purchasing has evolved tremendously over the last decade shifting from an administrative function to a strategic role. Green Purchasing Fundamentals introduces foundational concepts that align with systems, policies, and procedures that support green purchasing practices and organization sustainability.

10 hours 6-week course Instructor supported



Sustainability 101

\$455

Sustainability resides within three foundational pillars of society: economic, social and environment. Our Sustainability 101 & CSR Essentials course establishes a common framework for employees at various levels and roles of the organization, while bringing together a global set of lenses to look through. This course is essential for everyone in the organization.

10 hours 6-week course Instructor supported

Fundamentals of Mold Inspection

\$425

The Fundamentals of Mold Inspection is a course for anyone wanting to learn the core skills needed to evaluate homes and buildings for mold. You will first learn about basic microbiology, causes of mold growth, different categories of mold and their health effects. The course also trains students on how to perform a thorough mold inspection using a five-step process. You will also learn the when, where, why and how to take mold samples and interpret the results.

8 hours 3-month access Instructor supported

Green Management

\$999

Smart business understands that their competitive advantage lies at the cutting-edge of the green shift. This Green Management course presents a complete suite of problems, scenarios, innovations and solutions that are rapidly becoming business-critical. You don’t need to be an executive to benefit. You don’t need to be an environmental activist to change. You just need to care deeply about the long-term success of your company.

100 hours 12 month access Instructor Supported

Green Marketing Management \$999

Green Marketing Management helps individuals make informed decisions about choices that impact the environment. This insightful course provides a thorough introduction to the emerging field of green marketing management, including a useful exploration of the integral relationships among marketing strategy and action, macroeconomic sectors, and the environment. In addition to providing a detailed look at many green strategies, from environmentally friendly supply chains to the environmental implications of product creation, the course reviews the evolution of marketing and devotes considerable attention to the conditions for potential consumers to act in an ecologically responsible manner.

90 hours 12 month access Instructor Supported



GREEN PROFESSIONAL TRAINING CERTIFICATES

Green Business Management Associate **\$2,695**

The training at this level provides prospective weatherization professionals with baseline knowledge in the essential concepts needed for weatherization work. Installers are managed by a Crew Chief, and implement the measures defined by an Auditor. Prospective Installers will be introduced to best practices in air sealing, insulating, duct sealing and base-load energy improvements for conventional homes and mobile homes. In addition, Installers will be introduced to the essential concepts in building science in order to help them understand not just how, but why particular measures need to be taken to improve the energy efficiency, combustion safety and indoor air quality of buildings.

280 hours 12 month access Instructor Supported

Green Business Management Specialist **\$3,025**

This program is specifically for professionals selling or marketing a certified green residential (real estate professionals), commercial or government project. Our goal is to provide homeowners, developers, builders, investors, realtors and professionals with a resource for clearly understanding the in-depth concept of green building and how it applies to your projects, purchases, marketing and sales within the marketplace. Topics covered: intro green building, environmental quality, resource efficiency advantages, sustainable preventative maintenance and sales and marketing advantage.

370 hours 12 month access Instructor Supported

Green Business Management Expert **\$3,595**

This course provides you with the tools needed to determine a green project. Discover what the future may hold for a green lifestyle. This track is designed specifically for those individuals who are involved in the nuts and bolts of green building. Engineers, architects, builders and those who would like to have a more in-depth approach to green building. Topics covered: intro green building, environmental quality, resource efficiency advantages, sustainable preventative maintenance and advanced green technologies.

450 hours 12-month access Instructor Supported

Green Interior Design Specialist **\$2,595**

Ideal for the contractor in the field! Learn green building practices for experts in the field. Train your crew to be "green" savvy! Once an emerging trend, green building has become a growing part of today's construction industry. With the down market, it has become even more important for industry players to capture the opportunity created by the demand for more sustainable buildings. To become Green Builder certified, each enrolled user must complete the first seven courses. Each study course in this curriculum addresses the fundamental principles of green building relating to energy efficiency, building durability, indoor air quality, resource efficiency and water efficiency.

260 hours 12-month access Instructor Supported

Green Management Associate **\$1,995**

This six-course Advanced Green Builder certification program, presented in partnership with EEBA, the Energy and Environmental Building Alliance, features the acclaimed "Houses that Work" housing science curriculum and is accredited for continuing education by AIA, AIBD, BPI, NAHB, RESNET and USGBC. Completion of the course work includes passing the test associated with each course. Users who pass all tests, and complete a student feedback evaluation, will be eligible to receive an Advanced Green Builder Certificate. The course presenters are some of the most knowledgeable building scientists in the business.

190 hours 12-month access Instructor Supported

Green Management Specialist **\$1,995**

This course provides an overview of the World Resources Institute (WRI) Greenhouse Gas Protocol Initiative and describes various components of a climate-related strategy. It will summarize the critical steps for your firm to develop a successful carbon strategy across its boundaries, which includes assessing emissions and exposure to climate related risks, evaluating action options, setting goals and targets, developing financial mechanisms, engaging the organization, formulating policy strategy and managing external relationships.

180 hours 12-month course Instructor supported

Green Management Expert **\$2,600**

Organizational purchasing has evolved tremendously over the last decade shifting from an administrative function to a strategic role. Green Purchasing Fundamentals introduces foundational concepts that align with systems, policies, and procedures that support green purchasing practices and organization sustainability.

270 hours 12-month course Instructor supported

Photovoltaic and Wind Energy Associate **\$2,595**

Sustainability resides within three foundational pillars of society: economic, social and environment. Our Sustainability 101 & CSR Essentials



course establishes a common framework for employees at various levels and roles of the organization, while bringing together a global set of lenses to look through. This course is essential for everyone in the organization.

360 hours 12-month course Instructor supported

Photovoltaic and Wind Energy Specialist **\$2,825**

The Fundamentals of Mold Inspection is a course for anyone wanting to learn the core skills needed to evaluate homes and buildings for mold. You will first learn about basic microbiology, causes of mold growth, different categories of mold and their health effects. The course also trains students on how to perform a thorough mold inspection using a five-step process. You will also learn the when, where, why and how to take mold samples and interpret the results.

510 hours 12 month access Instructor supported

Solar and Energy Systems Expert **\$3,495**

Smart business understands that their competitive advantage lies at the cutting-edge of the green shift. This Green Management course presents a complete suite of problems, scenarios, innovations and solutions that are rapidly becoming business-critical. You don't need to be an executive to benefit. You don't need to be an environmental activist to change. You just need to care deeply about the long-term success of your company.

420 hours 12 month access Instructor Supported

Solar and Energy Systems Professional **\$3,895**

Green Marketing Management helps individuals make informed decisions about choices that impact the environment. This insightful course provides a thorough introduction to the emerging field of green marketing management, including a useful exploration of the integral relationships among marketing strategy and action, macroeconomic sectors, and the environment. In addition to providing a detailed look at many green strategies, from environmentally friendly supply chains to the environmental implications of product creation, the course reviews the evolution of marketing and devotes considerable attention to the conditions for potential consumers to act in an ecologically responsible manner.

570 hours 12 month access Instructor Supported

Solar Systems Associate **\$1,995**

Green Marketing Management helps individuals make informed decisions about choices that impact the environment. This insightful course provides a thorough introduction to the emerging field of green marketing management, including a useful exploration of the integral



relationships among marketing strategy and action, macroeconomic sectors, and the environment. In addition to providing a detailed look at many green strategies, from environmentally friendly supply chains to the environmental implications of product creation, the course reviews the evolution of marketing and devotes considerable attention to the conditions for potential consumers to act in an ecologically responsible manner.

180 hours 12 month access Instructor Supported

Solar Systems Specialist **\$3,025**

Green Marketing Management helps individuals make informed decisions about choices that impact the environment. This insightful course provides a thorough introduction to the emerging field of green marketing management, including a useful exploration of the integral relationships among marketing strategy and action, macroeconomic sectors, and the environment. In addition to providing a detailed look at many green strategies, from environmentally friendly supply chains to the environmental implications of product creation, the course reviews the evolution of marketing and devotes considerable attention to the conditions for potential consumers to act in an ecologically responsible manner.

330 hours 12 month access Instructor Supported

LEED CERTIFICATION

LEED Green Associate **\$365**

For professionals who want to demonstrate green building expertise in non-technical fields of practice, GBCI has created the LEED Green Associate credential, which denotes basic knowledge of green design, construction and operations. The Green Associate credential also serves as the first step for professionals pursuing a LEED AP specialization. New Tier I credential that attests to demonstrated knowledge and skill in understanding and supporting green design, construction and operations. Exam simulation prep included.

8 hours 2-month access

Self-paced

LEED AP Operations + Maintenance (O+M) **\$365**

Replacing the LEED AP for Existing Buildings exam track, this specialty provides a standard for professionals participating in the operation and maintenance of existing buildings that implement sustainable practices and reduce the environmental impact of a building over its functional life cycle. Exam simulation prep included.

5 hours 2-month access

Self-paced



LEED Building Design and Construction (BD+C) **\$365**

Replacing the LEED AP for New Construction exam track, this specialty provides a standard for professionals participating in the design and construction phases of high-performance, healthful, durable, affordable, and environmentally sound commercial, institutional and high-rise residential buildings. Exam simulation prep included.

8 hours 2-month access

Self-paced

LEED AP Interior Design + Construction **\$365**

For professionals participating in the design and construction of environmentally responsible, high-performance commercial spaces and tenant improvements that provide healthful, productive places to work and are less costly to operate and maintain, the LEED AP Interior Design + Construction exam is designed to measure your knowledge and skill in understanding the LEED Rating System and ability to facilitate the project certification process. Exam simulation prep included.

8 hours 2-month access

Self-paced

Energy Efficient Design for Architects **\$1,495**

This course is a U.S. Green Building Council Approved Education Provider Program and provides a firm foundation for LEED™. Standard 90.1 for Architects is a concise online course to help architects understand, apply and comply with the standard. It provides the information essential to architects, with a brief overview of engineering that avoids the complex details. ANSI/ASHRAE/IESNA Standard 90.1-2004 is the minimum energy efficiency standard for all non-residential buildings and all residential buildings greater than three stories in height in the United States.

57 hours

12-month access

Self-paced

INDOOR AIR QUALITY CERTIFICATIONS

Certified Indoor Air Quality Manager (CIAQM) **\$1,125**

Are you a facility manager, building engineer or property owner that is interested in how indoor air quality (IAQ) affects the occupants of your space? The Certified Indoor Air Quality Manager (CIAQM) course is designed to help you diagnose indoor environmental problems in your building, correct those problems and prevent them from ever happening again. The course gives you practical steps to establish an IAQ Management Plan for your facility that will help you collect, log

and resolve air quality complaints. The course also prepares you for the only accredited certification specifically designed for those that manage indoor air quality problems, sponsored by the American IAQ Council. The certification requires certain experience, fees and passing an examination offered at computerized testing centers throughout the United States.

28 hours

3-month access

Instructor supported

Certified Indoor Environmentalist (CIE) **\$1,325**

The Certified Indoor Environmentalist Course Online is an in-depth program teaching you the core skills needed to perform indoor environmental assessments of all building types. The course not only provides the fundamentals of indoor air quality, it teaches more advanced topics that will educate even seasoned veterans in the field.

32 hours

3-month access

Instructor supported

Certified Microbial Investigator (CMI) **\$1,325**

Take your HVAC or mold inspection services to a new level by learning the latest advances in the industry and getting the industry's most recognized microbial certifications, Council-certified Microbial Investigator (CMI) and Council-certified Microbial Consultant (CMC). We'll teach you the core skills needed to perform impressive assessments that will set you apart from the competition.

28 hours

3-month access

Instructor supported

Indoor Air Quality - Fundamentals of ASHRAE Standard 62.1 **\$645**

Properly designed ventilation systems are essential for the well-being of building occupants, to minimize adverse health effects and improve productivity of workers and students. Standard 62.1, Ventilation and Acceptable Indoor Air Quality, is the industry standard for the design and operation of ventilation systems to provide acceptable indoor air quality.

35 hours

12-month access

Self-paced



ENERGY AUDITING/ WEATHERIZATION CERTIFICATIONS

Home Energy Score Qualified Assessor Certification (HESQA) **\$2,895**

The goal of this course is to prepare you to serve in a variety of positions in energy efficiency and green technology. This course will allow you to succeed in the new emerging green tech industry. The Home Energy Score Qualified Assessor (HESQA) course can open the door to many new careers. Individuals who become certified will have future opportunities to participate in cross-training in other green tech fields through online courses.

50 hours 3 month access Instructor supported

Weatherization Energy Auditor BPI **\$1,145**

This course is tailored specifically for the Department of Energy's (DOE) Weatherization Program and similar utility-funded programs. This course is based on the "Core Competencies for the Weatherization Assistance Program" developed by the Weatherization Trainers Consortium. The curriculum elements are specifically designed to train technicians involved in the field of building performance and energy efficiency by offering distance learning courses that are suited for continuing education, test preparation and career enhancement. The course is also compliant with the BPI Energy Analyst Standards. The course is not online, but is a series of DVDs and books that is self-paced with instructor support.

120 hours Unlimited access Instructor supported

Home Energy Analyst (HERS) **\$1,145**

The Building Analyst and HERS Rater course is based upon a broad building science curriculum. It presents a solid scientific foundation upon which inspectors and auditors can build an accurate understanding of modern buildings. Each topic includes an overview of the technology, examples of typical installations and their defects, procedures for performing audits and guidelines for analyzing potential retrofits. A balanced approach to building performance is presented here that addresses energy efficiency, building durability and human health. The information presented here covers the topic areas included in the BPI Building Certification Model, the RESNET Home Energy Rating Standards and the WAP Core Competencies. Students who complete



the course will possess the skills needed to sit for the BPI and RESNET exams. The course is not online, but is a series of DVDs and books that is self-paced with instructor support.

120 hours Unlimited access Instructor supported

Weatherization Installer (WAP) Shell Technician **\$1,145**

Instruction on performing the basic and more simplistic forms of energy-efficiency measures, including caulking, CFL installations, weather-stripping of windows and doors, minor home repairs, health and safety environmental awareness, customer service, constructions basics review, building sciences overview, crew chief functions and much more. Learn weatherization building practices for experts in the field. Series of DVDs and books included

50 hours Unlimited access Instructor supported

Home Energy Auditor/Consultant **\$795**

This program consists of training, certification and a business start-up kit. You will receive everything you need to be able to go out and start conducting home/residential energy audits. You will learn to identify the common energy-wasting areas of a residence. You will also learn more in-depth energy conservation techniques to enable you to provide your clients with the maximum in energy savings insight. Each course is easy to follow and understand, yet detailed and descriptive to educate you thoroughly. Once you have successfully completed the Home Energy Training Program and passed the NEASI Home Energy Certification exam, you are fully prepared to start your very own home energy business. The best way to jump-start your energy business is with our Home Energy Business Kit.

25 hours Unlimited 6 month access Instructor supported

Commercial Energy Auditor/Consultant **\$845**

This program consists of training, certification and a business start-up kit. You will receive everything you need to be able to go out and start conducting retail energy audits. The Commercial Energy Consultant Training Program is a comprehensive training program designed to teach you the basics of energy auditing, the economics of energy and how to turn that knowledge into a functioning, profitable business for yourself. Once you have successfully completed the Commercial Energy Training Program and passed the NEASI Commercial Energy Certification exam, you are fully prepared to start your very own energy business. The best way to jump-start your energy business is with our Commercial Energy Business Kit.

25 hours Unlimited 6 month access Instructor supported



Energy Auditing Software Training Brochure **\$695**

Students learn to calculate and complete a heat load, audit short-cuts for quick load calculations; and techniques for using the software as a sales tool. Students, working with an instructor, will have the opportunity to take building specifications and complete a load calculation on several rooms using the software. This will help students not only know how to complete a heat load, but also will give them the information they need to prepare an accurate load. Software, Manual and instructor support included.

50 hours Unlimited access Instructor supported

Commercial and Home Energy Auditor Certification (combined) **\$1,695**

This program consists of training, certification, and business start-up kit. You will receive everything you need to be able to go out and start conducting retail energy audits. The Commercial Energy Consultant Training Program is a comprehensive training program designed to teach you the basics of energy auditing, the economics of energy and how to turn that knowledge into a functioning, profitable business for yourself. Once you have successfully completed the Commercial Energy Training Program and passed the NEASI Commercial Energy Certification exam, you are fully prepared to start your very own energy business. The best way to jump-start your Energy Business is with our Commercial Energy Business Kit.

50 hours 12 month access Instructor supported



Code Training/New Construction Inspection **\$995**

If you are interested in working as a building inspector doing IRC® (International Residential Code) inspections, use our materials to pass the International Code Council's (ICC®) IRC® examination. Learn code provisions from actual real-life scenes and defects. That way, when you get out on site, you are familiar with what you are inspecting. Also, use our extensive, specially designed and field-tested IRC Index to increase your chances of passing the ICC® certification exam. Our IRC® Index goes well beyond the index in the IRC® book.

60 hour DVD and manual Unlimited Access Instructor supported

RENEWABLE ENERGY TRAINING CERTIFICATES

Fundamentals of Solar Hot Water Heating **\$695**

This online course concentrates on the basics of installing code-compliant solar hot water systems. This course will be useful for people who currently work in or plan to be employed in the solar hot water industry. Student technicians will learn practical design criteria, installation guidelines, safety issues, maintenance and legal considerations of solar hot water heating systems. Books included.

60 hours 11 week course Instructor Supported

Photovoltaic System Design & Installation **\$795**

This online course will provide the student technician with the fundamental knowledge of photovoltaic system design and installation. This course will be suitable for a supervised, entry-level position with a dealer/installer or other photovoltaic industry company. Student technicians will learn the practical design criteria, installation guidelines, safety issues, maintenance, and legal considerations of photovoltaic systems. Books included.

85 hours 16-week access Instructor supported

Wind Energy Technology **\$2,150**

This online program is designed for people who seek entry-level jobs in wind-based electric power generation facilities. Currently there are thousands of wind-based electric generators operating in the United States. Due to environmental reasons as well as a desire to limit reliance on foreign oil, it is expected that wind-based energy is going to be developed at a rapid pace over the next decade. It should also be



noted that during the last decade, wind-based energy has dramatically improved its economical competitive position. Some believe that this type of energy is already competitive enough to replace large segments of conventional energy sources. Wide expansion of this energy sector in the United States has already begun. There are very few institutions in the country that provide training for entry-level workers for wind-based electric power plants. Wind-based electric plants (farms) are operated by small groups of highly trained individuals.

400 hours 12-month access Instructor supported

Solar Hot Water Heating \$995

This online course concentrates on the basics of installing code compliant solar hot water systems. This course will be useful for people who currently work in or plan to be employed in the solar hot water industry. Student technicians will learn practical design criteria, installation guidelines, safety issues, maintenance, and legal considerations of solar hot water heating systems. Books Included

60 hours 12 month access Instructor supported

Photovoltaic System Professional \$1,000

The Photovoltaic System Professional is a comprehensive course and guide to installation of residential and commercial photovoltaic (PV) systems. This course covers the principles of PV electricity and how to effectively incorporate it into stand-alone or utility-connected electrical systems. We give detailed illustrations to clarify the concepts behind PV system operation. The Photovoltaic System Professional course covers topics including PV industry growth, solar radiation, array orientation, components and system configurations, system sizing and design, mechanical and electrical installation, utility interconnection, codes and regulations, PV specific safety practices, maintenance, troubleshooting, and economic analysis. This course also includes a comprehensive CD-ROM.

120 hours 12 month access Instructor supported

Wind Energy Professional \$1,150

This online program is designed for people who seek entry level job in a wind-based electric power generation facilities. Currently there are thousands of wind-based electric generators operating in the United States. Due to environmental reasons as well as a desire to limit reliance on foreign oil, it is expected that wind-based energy is going to be developed at a rapid pace over the next decade. It should also be noted that during the last decade, wind-based energy has dramatically improved its economical competitive position. Some believe that this type of energy is already competitive enough to replace large segments of conventional energy sources. Wide expansion of this energy sector in the United States has already begun. There are very few institutions in the country that provide training for entry-level workers for wind-based



electric power plants. Wind-based electric plants (farms) are operated by small groups of highly trained individuals.

240 hours 12 month access Instructor supported

Certified Green Specialist™ \$1,695

This certification is for those wanting a change and to make a difference, including those in the real estate, building, HVAC, engineer, janitorial field or even nursing fields. No background is needed to start learning. We teach you all the basics to wear the label of "Certified Green Specialist," the proprietary U.S.- trademarked title for the serious green professional. You will have a year-long support commitment from the National Association of Green Specialists. You will be equipped with a full business start up kit, including a three-page website template and business templates to create business cards, stationery, a press release and more.

50 hours 3-month access Instructor Supported

Alternative Energy Operation \$725

Topics include power generation, turbine system and control, combustion turbine fundamentals, combustion air and flue gas system, boiler fuel systems, efficiency, reliability and environmentally sensitive operations, hydroelectric power plant operations. Courses are developed by subject matter experts with field and educational experience within each discipline. All lessons are designed using learning outcome based instructional design methods. These online courses incorporate varying types of media, including photographs, graphics, video, animations and three-dimensional representations. Interactive remediation and simulation is also developed for each lesson to maximize the learning experience.

108 hours 12-month access Self-paced

Biofuel Production Specialist \$1,345

In this Biofuel Production Specialist course you will learn the principal fuels derived from recently decayed biological materials, the methods by which they are produced, and their uses in transportation and in electricity production. The course discusses the implications of large-scale biofuel use on the environment and on the economy, with special considerations given to its effects on the price of food.

120 hours 12 month access Instructor supported



SUSTAINABILITY- GREEN SUPPLY CHAIN CERTIFICATES TRAINING

Certified Sustainability Professional \$1,299

Our CSP certification program is designed to give our graduates a great balance of core sustainability topics to enable them to stand out individually or to step into a sustainability leadership role with confidence. The five courses Included in this program are: •Green Purchasing Fundamentals •Sustainability 101: Corporate Social Responsibility Essentials •Carbon Strategies •Sustainability Leader: Your First 180-days to Success •Environmental Management System (EMS) & ISO 14001

50 hours 6-month access Instructor supported

Sustainability Professional \$1,449

Our CSP certification program is designed to give our graduates a great balance of core sustainability topics to enable them to stand out individually or to step into a sustainability leadership role with confidence. Courses Included in this Program are, Green Purchasing Fundamentals, Sustainability 101: Corporate Social Responsibility Essentials, Carbon Strategies, Sustainability Leader: Your First 180-days to Success, and Environmental Management System (EMS) & ISO 14001.

120 hours 12-month access Instructor supported

Green Supply Chain Professional \$1,499

Our GSCP certification program is designed to give our graduates a comprehensive knowledge of the sustainability areas confronting supply chain and operations professionals. This program will provide the graduate with very unique credentials and experience. The five courses Included in this program are: •Green Purchasing Fundamentals •Sustainability 101: Corporate Social Responsibility Essentials •Green Transportation: 12 Best Practices •Carbon Strategies •Green Supply Chain Management

80 Hours 12-month access Instructor supported

Senior Certified Sustainability Professional \$2,600

Our SCSP certification program is designed to give our graduates a comprehensive knowledge of sustainability across multiple functional areas along with a balance of internal and external knowledge of sustainability leadership and consultancy. The 10 courses Included in



this program are: •Green Purchasing Fundamentals •Sustainability 101: Corporate Social Responsibility Essentials •Carbon Strategies •Sustainability Leader: Your First 180-days to Success •Green Transportation: 12 Best Practices •Green Marketing & Sales Force Essentials •Green Packaging •The Sustainability Consultant •Advanced Green Purchasing •Environmental Accounting 101

310 hours 12-month access Instructor supported

Certified Green Specialist™ \$1,495

This certification is for those wanting a change and to make a difference, including those in the real estate, building, HVAC, engineer, janitorial field or even nursing fields. No background is needed to start learning. We teach you all the basics to wear the label of "Certified Green Specialist," the proprietary U.S.- trademarked title for the serious green professional. You will have a year-long support commitment from the National Association of Green Specialists. You will be equipped with a full business start up kit, including a three-page website template and business templates to create business cards, stationery, a press release and more.

50 hours 12-month access Instructor supported

Certified Green Designer™ \$2,495

The Green Designer Certification is a specialized and tailored educational program developed to bring comprehensive and reliable information to you, the design professional. You'll learn how to apply sustainable design principles and practices to any design project. This program gives you the background and resources you need to evaluate green products and finishes with the entire home's or business' "environment" in mind, allowing you to make careful selection of healthy and environmentally responsible materials and products.

100 hours 12-month access Instructor supported

Green Interior Design Specialist\$1,500

This Green Interior Design Specialist course covers everything from theory to current practices. It presents the tools and knowledge needed to implement an environmentally responsible approach for any interior design project. The course opens with a broad perspective on global sustainability followed by a timeline of human and environmental interactions.

110 hours 12-month access Instructor supported

Fundamentals of Sustainable Buildings and High-Performance Systems Design \$1,195

A thorough introduction to green design practices, benefits, new green building ideas and an overview of the architectural decisions and their



impact on sustainable and green project goals. Designed for recent engineering graduates working in HVACR, technicians, architects.

35 hours 12-month access Self-paced

ENVIRONMENTAL TRAINING CERTIFICATES

Solid Waste Operations Certificate

\$999

This four-course program is important training for homeland security as it relates to solid waste management. This introductory course includes instruction in Landfill operations, composting operations, household hazardous waste and wastewater operations (solids). These classes will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

132 hours 12-month access Self-paced

Wastewater Treatment Operations Certificate

Clean water is essential for everyday life. Water treatment plant and system operators treat water so that it is safe to drink. Most state drinking water and water pollution control agencies require courses to improve operators' skills and knowledge.

This five-course program includes: wastewater treatment I; wastewater treatment II, wastewater treatment - Industrial; wastewater collection systems and wastewater analysis. These courses meet or exceed most state licensure requirements. Courses are developed to the standards of the Office of Water Programs at California State University, Sacramento.

Standard Program

180 hours 12-month access Self-study \$1,000

Advanced Program

220 hours 12-month access Self-study \$1,000

Complete Program (all books)

400 hours 12-month access Self-study \$1,850



Water Treatment Operations Certificate

Clean water is essential for everyday life. Water treatment plant and system operators treat water so that it is safe to drink. Most state drinking water and water pollution control agencies require courses to improve operators' skills and knowledge.

This five-course program includes: wastewater treatment I; wastewater treatment II, wastewater treatment - Industrial; wastewater collection systems and wastewater analysis. These courses meet or exceed most state licensure requirements. Courses are developed to the standards of the Office of Water Programs at California State University, Sacramento.

Standard Program

180 hours 12-month access Self-study \$800

Advanced Program (all books)

220 hours 12-month access Self-study \$1,795

Complete Program (all books)

400 hours 12-month access Self-study \$1,795

Certified Environmental Specialist

\$895

This four-course program is important training for homeland security as it relates to solid waste management. This introductory course includes instruction in Landfill operations, composting operations, household hazardous waste and wastewater operations (solids). These classes will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

24 hours 3-month access Self-paced

Healthcare <



Introduction to Healthcare Finance

\$569

BIHCT-501-001 T TH 1/10-3/1 6:00-8:00 PM

This Healthcare Financial Professional preparation course is designed for all medical and financial professionals in the healthcare industry. This course will give a better understanding to RN's, LPN's, STNA's, Technicians and Clinicians regarding the business operations of their healthcare organizations. Our program is currently requesting to acquire CPE's from The Healthcare Financial Management Association (HFMA) and the American College of Healthcare Executives (ACHE) upon successful completion of this course.

The course covers topics such as: financial management of healthcare organizations, operations and capital budgeting, managing working capital, accounts receivables and materials, third party payments, Medicare and Medicaid, setting charges in healthcare, as well as financial analysis and management reporting.

Pharmacy Technician

\$749

Dublin Campus:

BIHCT-101-001 M W 1/04 – 3/14 8:00 – 10:30 PM

Westerville Campus:

BIHCT-101-001 M W 3/26 – 6/06 8:00 – 10:30 PM

Downtown Campus:

BIHCT-101-001 M W 6/18 – 8/15 7:00 – 10:30 PM

The purpose of this non-credit course is to prepare the student to enter the pharmacy field in hospitals, home infusion pharmacies, community pharmacies and mail-order pharmacies as an ancillary working under the supervision of a registered pharmacist. The course is taught by registered pharmacists practicing in Columbus. This course will prepare students for the National Pharmacy Technician Certification Exam.

Topics:

- Medical terminology specific to the pharmaceutical industry
- Reading and interpreting prescriptions
- Defining drugs by generic and brand names
- Dosage calculations
- IV flow rates
- Drug compounding
- Dose conversions
- Dispensing of prescriptions
- Unit dose
- Inventory control
- Billing and reimbursement



Online Healthcare Courses

www.csc.edu/workforce/online

Certificate in Complementary and Alternative Medicine **\$209**

(32 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative healthcare options.

Certificate in End-of-Life Care **\$199**

(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic or terminal illnesses.

Certificate in Gerontology **\$199**

(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Growth and Development Through the Lifespan **\$209**

(31 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

Certificate in Integrative Health **\$479**

Explore the exciting, growing field integrative health in this comprehensive certificate program designed for medical providers and consumers.

Certificate in Issues in Oxygenation **\$209**

(32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in Legal and Ethical Issues in Nursing **\$169**

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Pain Assessment and Management **\$169**

(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Perinatal Issues **\$99**

(14 contact hours) Stay current with emerging trends affecting child-bearing women, newborns and families.

Certificate in Spirituality, Health and Healing **\$209**

(36 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Become a Physical Therapy Aide **\$99**

Prepare for a rewarding career as a valued member of the physical therapy team.

Become a Veterinary Assistant **\$99**

Practicing veterinarian prepares you to work in a veterinary office or hospital.

Become a Veterinary Assistant II: Canine Reproduction **\$99**

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

Become a Veterinary Assistant III: Practical Skills **\$99**

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

Become an Optical Assistant **\$99**

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Explore a Career as an Administrative Medical Assistant **\$99**

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

Explore a Career in a Dental Office **\$99**

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.



Explore a Career in Medical Coding **\$99**

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment or surgical procedure.

Explore a Career in Medical Transcription **\$99**

Learn how to transcribe the medical reports most often used in health-care today, and discover how to get started and advance as a medical transcriptionist.

HIPAA Compliance **\$99**

Learn how to comply with the duties, rights and responsibilities of HIPAA.

Human Anatomy and Physiology **\$99**

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Human Anatomy and Physiology II **\$99**

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry and significant events in the life span, from fertilization through old age.

Introduction to Natural Health and Healing **\$99**

Learn how to promote wellness, balance and health in all aspects of your daily life.

Medical Math **\$99**

Master the math skills you need to succeed in the medical field.

Medical Terminology: A Word Association Approach **\$99**

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Start a Pet Sitting Business **\$99**

Discover how to translate your love of animals into a fun and profitable career.



Online Health Courses

www.csc.edu/workforce/online

Dementia Care Specialist **\$495**

2/6 - 3/30/12 Last day to register: 2/9/12

Two month Instructor led

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with

dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume.

Instructor: Pamela Atwood



Certifications

Activities Professional Part 1 & 2 (MEPAP) **\$2,495**

There are many types of facilities where Activity Professionals work. Activity Professionals can work in long-term care facilities, assisted living communities or adult day care programs. The Activity Professional provides activities for residents in these facilities and may play many diverse roles within the each community. The goal of the Activity Professional is to create a homelike environment where the residents have control of their lives. There are also administrative responsibilities and resident care duties as well as plenty of other tasks that keep the work interesting.

265 hours 12-month access Instructor supported

Medical Coding Certificate with Medical Terminology **\$2,995**

Our Medical Coding course is a practical and relevant guide for the modern health care environment. It provides an overview of CPT and ICD-9-CM coding, and addresses coding issues within specific coding content areas. This course takes you through all steps necessary to code a claim correctly, link the correct codes for reimbursement for insurance carriers and government entities, and explains adjustments and how and when to bill patients. It even provides information on what to do if there is a denial or rejection. Medical Coding is listed as one of the fastest growing professions in allied health. The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding. Upon successful completion of our Medical Coding course, students will be prepared for an entry-level position doing medical coding in a medical office setting and will be prepared to sit for the AHIMA national certification exam to become a Certified Coding Associate (CCA). 600 hours 24-month access Instructor supported

Medical Billing + Medical Coding + Medical Terminology **\$3,999**

Medical Billing is listed as one of the fastest growing professions in allied health. The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural insurance forms processing. Our Medical Billing course will give you the skills you need to be competitive in the healthcare market place, as well as the credentials through certification to prove your qualifications. In this course, students will learn about managed health care, legal and regulatory issues, coding systems, reimbursement methods, coding for medical necessity, and common health insurance plans. Upon successful completion of our Medical Billing course, students will be prepared for an entry-level

position doing medical billing in a medical office setting and will be prepared to sit for the NHA national certification exam to become a Certified Billing and Coding Specialist. Our Medical Coding course is a practical and relevant guide for the modern health care environment. It provides an overview of CPT and ICD-9-CM coding, and addresses coding issues within specific coding content areas. This course takes you through all steps necessary to code a claim correctly, link the correct codes for reimbursement for insurance carriers and government entities, and explains adjustments and how and when to bill patients. It even provides information on what to do if there is a denial or rejection. Medical Coding is listed as one of the fastest growing professions in allied health. The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding. Upon successful completion of our Medical Coding course, students will be prepared for an entry-level position doing medical coding in a medical office setting and will be prepared to sit for the AHIMA national certification exam to become a Certified Coding Associate (CCA).

680 hours 12-month access Instructor supported

Medical Office Manager **\$4,125**

Would you like to manage a medical office? Medical office managers are in high demand. According to the Government's Occupational Outlook Handbook, this career choice is expected to grow 18% through 2018! However, this career field does require a lot of specialized training in front end office work, medical coding and billing, and health insurance. Additionally, specialized training in medical office management is needed. Your training starts off with medical terminology, then medical coding, medical billing, and health insurance. This provides the foundational knowledge needed to master the coding and billing process that you will be managing in your role. Students then complete our detailed course on Managing the Medical Office which covers a health care overview, leadership training, medical office organization, financial management, policies, procedures and compliance planning, managed care contracts, marketing, human resources, and government-required documentation!

700 hours 12-month access Instructor supported

Medical Office Professional **\$4,885**

The job of a medical office professional can be multifaceted depending on the size and location of the practice. In a small practice, the assistant may handle all administrative duties whereas in a larger practice, there may be more specialized administrative positions. Some of the duties of a medical office assistant include answering telephones; greeting patients; scheduling appointments, surgeries, and laboratory services; preparing new patient files, ordering office supplies; preparing purchase orders; handling billing and bookkeeping; preparing and filing medical insurance claims; and arranging for hospital admissions. This online program provides the medical office assistant-related knowl-



edge you will need to gain an entry-level position in the medical field. Throughout the program, you will learn medical terminology and how to perform the duties and job responsibilities of a medical office assistant. The end of the program will prepare you for a successful job search in your new career.

1050 hours 12-month access Instructor supported

Medical Billing Certificate- Online **\$1,695**

Medical Billing is listed as one of the fastest growing professions in allied health. The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural insurance forms processing. Our Medical Billing course will give you the skills you need to be competitive in the healthcare market place, as well as the credentials through certification to prove your qualifications. In this course, students will learn about managed health care, legal and regulatory issues, coding systems, reimbursement methods, coding for medical necessity, and common health insurance plans. Upon successful completion of our Medical Billing course, students will be prepared for an entry-level position doing medical billing in a medical office setting and will be prepared to sit for the NHA national certification exam to become a Certified Billing and Coding Specialist.

300 hours 12-month access Instructor supported

Medical Coding Certificate- Online **\$1,695**

Our Medical Coding course is a practical and relevant guide for the modern health care environment. It provides an overview of CPT and ICD-9-CM coding, and addresses coding issues within specific coding content areas. This course takes you through all steps necessary to code a claim correctly, link the correct codes for reimbursement for insurance carriers and government entities, and explains adjustments and how and when to bill patients. It even provides information on what to do if there is a denial or rejection. Medical Coding is listed as one of the fastest growing professions in allied health. The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding. Upon successful completion of our Medical Coding course, students will be prepared for an entry-level position doing medical coding in a medical office setting and will be prepared to sit for the AHIMA national certification exam to become a Certified Coding Associate (CCA).

300 hours 12-month access Instructor supported

Medical Coding Certificate with **Medical Terminology \$2,655**

Our Medical Coding course is a practical and relevant guide for the modern health care environment. It provides an overview of CPT and ICD-9-CM coding, and addresses coding issues within specific coding content areas. This course takes you through all steps necessary to code a claim correctly, link the correct codes for reimbursement for insurance carriers and government entities, and explains adjustments and how and when to bill patients. It even provides information on what to

do if there is a denial or rejection. Medical Coding is listed as one of the fastest growing professions in allied health. The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding. Upon successful completion of our Medical Coding course, students will be prepared for an entry-level position doing medical coding in a medical office setting and will be prepared to sit for the AHIMA national certification exam to become a Certified Coding Associate (CCA). 380 hours 12-month access Instructor supported

Medical Coding Online Internship \$925

The Online Internship for Medical Coding simulates the experience of working in an actual medical center to help you hit the ground running in your first coding job. During the virtual internship you will watch a 'Welcome' video that explains the office setting & work experience. You will log in to your work station and complete medical coding tasks in each session.

250 hours 12-month access Instructor supported

Medical Office Assistant- Online \$1,645

The job of a medical office assistant can be multifaceted depending on the size and location of the practice. In a small practice, the assistant may handle all administrative duties whereas in a larger practice, there may be more specialized administrative positions. Some of the duties of a medical office assistant include answering telephones; greeting patients; scheduling appointments, surgeries, and laboratory services; preparing new patient files, ordering office supplies; preparing purchase orders; handling billing and bookkeeping; preparing and filing medical insurance claims; and arranging for hospital admissions. This online program provides the medical office assistant-related knowledge you will need to gain an entry-level position in the medical field. Throughout the program, you will learn medical terminology and how to perform the duties and job responsibilities of a medical office assistant. The end of the program will prepare you for a successful job search in your new career.

240 hours 12-month access Instructor supported

Medical Office Assistant w/Medical **Terminology \$2,655**

The job of a medical office assistant can be multifaceted depending on the size and location of the practice. In a small practice, the assistant may handle all administrative duties whereas in a larger practice, there may be more specialized administrative positions. Some of the duties of a medical office assistant include answering telephones; greeting patients; scheduling appointments, surgeries, and laboratory services; preparing new patient files, ordering office supplies; preparing purchase orders; handling billing and bookkeeping; preparing and filing medical insurance claims; and arranging for hospital admissions. This online program provides the medical office assistant-related knowledge you will need to gain an entry-level position in the medical field. Throughout the program, you will learn medical terminology and how to perform the duties and job responsibilities of a medical office assistant. The end of the program will prepare you for a successful job search in your new



career. Includes 80 hour medical terminology course.
320 hours 12-month access Instructor supported

Certified Coach for Parents \$2,695

Two level program. Level I - Since the turn of the century, coaching parents has become a new self-employment industry, which allows person-oriented professionals and seasoned parents to become trained in skills to help parents and families achieve better communication and connection. A parent coach is a trained, professional who is the ultimate go-to resource to help parents discover their own answers and provide mentoring that results in positive changes for the entire family. This course assists you in understanding the role of a coach for parents and also helps you attain the knowledge and skills necessary to become a successful coach for parents. Level II - A Coach for Parents learns to coach parents through their issues with their children by providing practical strategies for communication as well as connection and behavior. However the backbone of developing a successful home-based business is the marketing within your community and acquiring an Internet presence. This course assists you to move from the marketing mindset to developing a marketing plan for your target market. In addition, understanding how to establish an Internet presence and web site rich in content moves into social media and how to use it to proper in your new role as a Coach for Parents.

520 hours 12-month access Instructor supported

Certified Coach for Parents + Child Psychology \$3,425

Since the turn of the century, coaching parents has become a new self-employment industry, which allows person-oriented professionals and seasoned parents to become trained in skills to help parents and families achieve better communication and connection. A parent coach is a trained, professional who is the ultimate go-to resource to help parents discover their own answers and provide mentoring that result in positive changes for the entire family. This course assists you in understanding the role of a coach for parents and also helps you attain the knowledge and skills necessary to become a successful coach for parents. The child & adolescent psychology course is an excellent choice for learning more about child growth and development & adolescent behavior. Whether you have children of your own, or are interested in careers in child & adolescent psychology, this is an ideal choice to help you learn more. Our detailed curriculum can provide a thorough introduction on various levels of child & adolescent development, as well as reiterate the importance of child & adolescent psychology.

638 hours 12-month access Instructor supported

ICD-10-CM for the Physician's Office \$1,595

Be ready for ICD-10-CM with 2010 CD-10-CM Online Training Modules! In this easy-to-use online course, we provide an introduction to ICD-10-CM coding and helps you translate your knowledge of ICD-9-CM coding to the new code set. Expert insight, engaging learning modules, and interactive exercises prepare you for the transition to ICD-10-CM, and a printable Certificate of Completion enables you to prove your ICD-10-CM proficiency to employers and earn 4 Continuing Education Units

(CEUs) from the American Association of Professional Coders (AAPC)!
120 hours 12-month access Instructor supported

ICD-10- PCS for Hospitals \$1,595

Be ready for ICD-10-PCS with ICD-10-PCS Online Training Modules! This easy-to-use online course provides an introduction to ICD-10-PCS coding and helps you translate your knowledge of ICD-9-CM coding to the new code set. Expert insight, engaging learning modules, and interactive exercises prepare you for the transition to ICD-10-PCS, and a printable Certificate of Completion enables you to prove your ICD-10-PCS proficiency to employers and earn 2 continuing education units (CEUs) from the American Association of Professional Coders (AAPC)!

100 hours 12-month access Instructor supported

ICD-10 Transition Specialist \$2,795

Be ready for ICD-10-CM with 2010 CD-10-CM Online Training Modules! In this easy-to-use online course, we provide an introduction to ICD-10-CM coding and helps you translate your knowledge of ICD-9-CM coding to the new code set. Expert insight, engaging learning modules, and interactive exercises prepare you for the transition to ICD-10-CM, and a printable Certificate of Completion enables you to prove your ICD-10-CM proficiency to employers and earn 4 Continuing Education Units (CEUs) from the American Association of Professional Coders (AAPC)!

220 hours 12-month access Instructor supported

Certificates

Anatomy and Physiology Certificate \$1,295

Anatomy & Physiology is designed for learners in the allied health field with little or no prior biology or anatomy and physiology knowledge. The course is organized according to body systems, and focuses on the body working together to promote homeostasis. The CD-ROM that accompanies this course engaged the learner through interactive activities, quizzes and animations.

120 hours 12 month access Instructor Supported

Administrative Veterinary Assistant + Veterinary Medical Term \$2,595

Veterinary assistant training can help you make a difference in the lives of animals with training. Our veterinary assistant classes can prepare you for a rewarding career working as a veterinary assistant in a veterinary hospital, animal shelter, zoo, university or other environment that requires a background in animal sciences. Developed by veterinary professionals, our veterinary assistant training will teach you the procedures and skills necessary to bring health and comfort to animals and their owners. You can train at home, in your spare time, without disrupting your current job or family responsibilities. There are no classes to attend – ever! Through our veterinary assistant training program, you'll learn how to channel your love of animals into a rewarding career supporting the activities of the veterinarians and technicians.





Veterinary Medical Terminology provides a visual approach to learning medical terms and understanding the basics of veterinary medicine. A systematic process of breaking down medical terms into their component parts allows readers to comprehend the root medical concepts and apply critical thinking skills when faced with new and unfamiliar medical terminology. Case studies exemplify how medical terminology would be experienced in an actual veterinary practice. The software provided with this course makes review of the concepts fun through use of interactive games and audio pronunciation of the terms.

330 hours 12 month access Instructor Supported

Administrative Veterinary Assistant **\$1,425**

Veterinary assistant training can help you make a difference in the lives of animals. Our classes can prepare you for a rewarding career working as a veterinary assistant in a veterinary hospital, animal shelter, zoo, university or other environment that requires a background in animal sciences. Developed by veterinary professionals, our veterinary assistant training will teach you the procedures and skills necessary to bring health and comfort to animals and their owners. You can train at home, in your spare time, without disrupting your current job or family responsibilities. There are no classes to attend – ever! Through our veterinary assistant training program, you'll learn how to channel your love of animals into a rewarding career supporting the activities of the veterinarians and technicians.

280 hours 12-month access Instructor supported

Aromatherapy Certificate **\$925**

Aromatherapy is the fragrant art of using specially selected aromatic oils for therapeutic purposes. It is one of the fastest growing complementary therapies in the world. All essential oils are antiseptic and have different effects – some regulate metabolic function, some stimulate, whilst some others will soothe irritations and anxieties. Massage is used with the oils to enhance their effectiveness. Essential oils can be used safely at home for many ailments. This aromatherapy course will take you through from the extraction to the application of the oils for therapeutic purposes, as well as cover aromatherapy massage techniques.

168 hours 12-month access Instructor supported

Certified Coach for Parents Level 1 **\$1,425**

Since the turn of the century, coaching parents has become a new self-employment industry, which allows person-oriented professionals and seasoned parents to become trained in skills to help parents and families achieve better communication and connection. A parent coach is a trained, professional who is the ultimate go-to resource to help parents discover their own answers and provide mentoring that result in positive changes for the entire family. This course assists you in understanding the role of a coach for parents and also helps you attain the knowledge and skills necessary to become a successful coach for parents.

260 hours 12 month access Instructor Supported



Certified Coach for Parents Level 2 **\$1,525**

A Coach for Parents learns to coach parents through their issues with their children by providing practical strategies for communication as well as connection and behavior. However the backbone of developing a successful home-based business is the marketing within your community and acquiring an Internet presence. This course assists you to move from the marketing mindset to developing a marketing plan for your target market. In addition, understanding how to establish an Internet presence and web site rich in content moves into social media and how to use it to proper in your new role as a Coach for Parents.

260 hours 12 month access Instructor Supported

Dental Office Assistant **\$1,595**

The Dental Office Assistant course reflects the latest information on operating a dental office. It's logically organized to cover all of the various tasks an administrative dental assistant encounters. It includes CDT-5 Dental Codes, HIPAA (Health Insurance Portability and Accountability Act) and OSHA (Occupational Safety and Health Administration) guidelines, plus examples of key equipment, forms and computer technology. A companion CD-ROM simulates dental practice management, offering opportunities to enter and update patient data, post payment and treatment procedures using dental codes, submit e-claims for payment, evaluate reports and schedule appointments.

150 hours 12-month access Instructor supported

Drug and Alcohol Counseling - Level 1 **\$1,450**

Addiction counseling professionals treat individuals who are in need of substance abuse counseling as well as offer peace of mind to the families of persons who are in need of drug addiction counseling. This drug and alcohol distance learning course will effectively teach you basic drug and alcohol abuse counseling techniques. Our distance learning methods are proven and can provide you with a thorough introduction to the many facets of addiction counseling. You can learn drug and alcohol abuse counseling techniques that could teach you how to help people identify and manage their addictions. If you are looking for a meaningful career in substance abuse counseling, this course can help you get started.

260 hours 12-month access Instructors Supported

Drug and Alcohol Counseling - Level 2 **\$1,450**

This program examines the use and abuse of alcohol, tobacco, barbiturates, amphetamines, cocaine, opiates and hallucinogens, as well as chemicals such as aerosols, steroids and over-the-counter analgesics. Additionally, the course investigates solid strategies for working with clients: the differences between abusers and addicts; drug effects on children, teenagers, and pregnant and nursing women; and children of alcoholics. Addiction counseling professionals treat individuals who are in need of substance abuse counseling as well as offer peace of mind to the families of persons who are in need of drug addiction counsel-



ing. This class is the second in a series and continues to prepare you to meet the qualifications as a substance abuse counselor.

140 hours 12-month access Instructor supported

Drug and Alcohol Counseling – Level 1 & 2 Combined **\$2,645**

This two-level program examines the use and abuse of alcohol, tobacco, barbiturates, amphetamines, cocaine, opiates and hallucinogens, as well as chemicals such as aerosols, steroids and over-the-counter analgesics. Additionally, the course investigates solid strategies for working with clients: the differences between abusers and addicts; drug effects on children, teenagers, and pregnant and nursing women; and children of alcoholics. Addiction counseling professionals treat individuals who are in need of substance abuse counseling as well as offer peace of mind to the families of persons who are in need of drug addiction counseling.

400 hours 12-month access Instructor supported

Drug and Alcohol Counselor Specialist

\$3,425

People who struggle with addictions rely on the help of professionals trained in drug addiction counseling to help them get through their difficult time. With our distance learning course, you can learn drug and alcohol abuse counseling techniques that could teach you how to help people identify and manage their addictions. If you are looking for a meaningful career in substance abuse counseling, this course can help you get started.

520 hours 12-month access Instructor supported

Feng Shui Certificate **\$675**

In China, many people believe that to remain healthy and create wealth and happiness, it is necessary to maintain a healthy environment in which to live and work. Many businesses both large and small rely on ancient Chinese rules to dictate how their buildings and offices are laid



out; even the work desk should conform to these basic rules in order to encourage business. A room that does not conform can create confusion and loss of wealth and, more important to many, health. Feng Shui is the Ancient Chinese system of balancing and creating harmony in your immediate environment. Most of us are familiar with the concept of yin and yang and the balance of Chi energy that flows through our bodies. Some very simple alterations to your immediate environment can bring harmony into your life. This course will enable you to beneficially alter your life and give you the skills to help others.

120 hours 12-month access Instructor supported

Fitness and Nutrition **\$1,675**

Proper nutrition and physical fitness go hand-in-hand when working to maintain a healthy lifestyle. This distance learning course offers a well-balanced combination of nutrition and physical fitness training to help you take the first step toward a new career in nutrition and fitness. Proper health management is important to a growing number of consumers who are interested in enhancing their lives through increased physical fitness and better nutrition practices. People often rely on persons who have received fitness and nutrition training to help them turn their lives around. Our fitness and nutrition course offers a comprehensive introduction on a number of key fitness and nutrition topics.

240 hours 12-month access Instructor supported

Holistic Beauty Therapist **\$1,025**

This innovative course has been specifically designed for the therapist who wishes to have the complete training in beauty treatments that include massage, aromatherapy, diet and nutrition and reflexology. The main benefits of this course are the vast and the diverse range of therapies covered that students will be able to offer their clients. It will prepare and motivate and, on completion of this course, the student will be proficient in all these subjects. It will inspire confidence, create knowledge, instill expert techniques and set a standard of success that is unique.

310 hours 12-month access Instructor supported

Home Health Aide Certificate **\$1,425**

A Home Health Aide (HHA) may also be known as a Home Caregiver or Residential Assistant (RA). An HHA provides basic, personal care and health-related services to a variety of individuals (patients) who require more assistance than family and/or friends are able to provide. HHAs are part of a category of occupations that is commonly referred to as "direct care workers." The services/care that a Home Health Aide provides depends upon his or her specialty area. If you've ever thought about becoming a Home Health Aide, our in-depth curriculum could help you learn important fundamental, practical skills involved in a career as a Home Health Aide. For each patient, an HHA is responsible for recording services performed, as well as the patient's condition and progress. They also record and report any changes in a patient's condition to the case manager or supervisor and discuss observations with them.

140 hours 12-month access Instructor supported



Home Health Aide w/ Medical Terminology **\$2,495**

A Home Health Aide (HHA) may also be known as a Home Caregiver or Residential Assistant (RA). An HHA provides basic, personal care and health-related services to a variety of individuals (patients) who require more assistance than family and/or friends are able to provide. HHAs are part of a category of occupations that is commonly referred to as "direct care workers." The services/care that a Home Health Aide provides depends upon his or her specialty area. If you've ever thought about becoming a Home Health Aide, our in-depth curriculum could help you learn important fundamental, practical skills involved in a career as a Home Health Aide. For each patient, an HHA is responsible for recording services performed, as well as the patient's condition and progress. They also record and report any changes in a patient's condition to the case manager or supervisor and discuss observations with them. Includes 80 Medical Terminology course
220 hours 12-month access Instructor Supported

Hydrotherapy Certificate **\$1,150**

"Hydrotherapy is now used in modern healing spas, medical spas, and wellness centers to help clients improve their daily wellness, fitness and appearance. Hydrotherapy is also used in the prevention of major medical problems plus the healing and rehabilitation of injuries. This course guides the student through the history, scientific foundations, and practical applications of spa bodywork, and includes sections on what you should expect to encounter when working in a spa setting. Hydrotherapy, exfoliations, pelotherapy, and thalassotherapy are each covered. Each hydrotherapy protocol featured includes: Rationale, Indications, Contraindications, Equipment and Supplies, Preparation, Procedure, After the Treatment and Hygiene. Book Included
100 hours 12-month access Instructor supported

Japanese Holistic Healing Practitioner **\$1,250**

Japanese healing methods date back thousands of years but have developed over the centuries to assimilate many other methods from many other cultures. The result is a rich and highly flexible set of holistic healing methods with a strong foundation in the concept of energy balance, and resulting use of life coaching, physical therapies, spiritual healing, exercise and nutrition. In this course we study a wide range of aspects from shiatsu and Japanese herbalism to how life coaching, CBT and relaxation therapy can all play a part in Japanese therapy. Other topics like hydrotherapy, Japanese massage, color therapy, crystal healing, chakra therapy, martial arts in therapy, moxa treatments and many more are also covered.
540 hours 12-month access Instructor supported

Medical Terminology **\$1,225**

Common medical terminology is a critical part of the language used by healthcare practitioners. It is essentially a vocabulary that requires a uniform pronunciation, definition and spelling of terms used by professionals. Individuals with medical terminology training are capable of analyzing and interpreting medical reports related to specific body

systems. This program is appropriate for adults looking to learn new job skills, refresh or refine existing healthcare knowledge or improve occupational performance by possessing a better understanding of medical terms.

80 hours 12-month access Instructor supported

Mental Health Technician **\$1,595**

The Mental Health Technician certificate is a unique, intensive and comprehensive online program of training. It is designed to enhance the provision of care for the mental health consumer by educating case managers, cottage staff, psychiatric technicians, day treatment staff and other mental health direct care providers. Direct care personnel without advanced professional degrees comprise nearly 40% of care staff in mental health organizations, and more than 60% of client care staff in state and county psychiatric hospitals. Mental Health Technicians are known by many names, including direct care service worker, direct care support worker, direct care support professional or paraprofessional, to name just a few. Join this new and expanding career field in the mental health industry.
280 hours 12-month access Instructor supported

Nail Technician **\$999**

Do you want to start your own business as a nail technician? What about working in a nail bar, department store or beauty salon? The employment opportunities for qualified nail technicians are on the increase, and this is the perfect course to turn your dreams into reality. As a nail technician, your job description will be extensive. You will need to be able to apply and decorate false nails and nail extensions, whilst consulting on the general health and well being of the client's hands and feet. You will need to know the necessary procedures to carry out a manicure or pedicure for the client and you may even want to use basic massage techniques to relax the client's hands and feet.
120 hours 12-month access Instructor supported

Natural Health Consultant **\$1,299**

Many people have an interest in the natural health field, but aren't sure where to start to learn more about a career in natural health. Let us help you take that first step in learning more about homeopathic remedies, herbal medicine, natural health remedies and other natural health topics. Whether you are interested in learning more about a career in natural health or want to learn how homeopathic remedies could be a part of your family's life, this natural health distance learning course is for you! Book included.
140 hours 12-month access Instructor supported



Neuro Linguistic Programming

Practitioners **\$1,025**

NLP (Neuro Linguistic Programming) Practitioners help people come up with solutions in their lives to a wide range of complex problems and situations. NLP is often used in therapeutic work, personal change work, motivational work and sales or presentational cases. This can mean working with a diverse range of clients with all sorts of personal and professional problems. You will gain the knowledge required to work with a range of different people, with varying issues, from different backgrounds. NLP tools can enable you to assist them in formulating new answers and strategies in life. This professional practitioner-training course is designed to provide competence in the use of NLP to a recognized level. This qualification is appropriate for students wishing to work in a professional context as a stand-alone professional practitioner.

119 hours 12-month access Instructor supported

Nursing Assistant Certificate **\$1,625**

If you've ever thought about becoming a nursing assistant, this in-depth curriculum could help you learn important fundamental, practical skills involved in a career as a nursing assistant. Unlike other online nursing classes, our program lets you study at home at a time and place that is most comfortable to you. Nursing assistants, also known as nurse's aides, orderlies or patient care technicians work under the supervision of a nurse to provide assistance to patients with daily living tasks. Working closely with patients, nursing assistants are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. Nursing assistants give patients important social and emotional support and also provide vital information on patient conditions to nurses.

300 hours 12-month access Instructor supported

Nursing Assistant with Medical Terminology **\$2,595**

If you've ever thought about becoming a nursing assistant, this in-depth curriculum could help you learn important fundamental, practical skills involved in a career as a nursing assistant. Unlike other online nursing classes, our program lets you study at home at a time and place that is most comfortable to you. Nursing assistants, also known as nurse's aides, orderlies or patient care technicians work under the supervision of a nurse to provide assistance to patients with daily living tasks. Working closely with patients, nursing assistants are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. Nursing assistants give patients important social and emotional support and also provide vital information on patient conditions to nurses.

Includes 80 hour medical terminology course.

380 hours 12-month access Instructor supported

Nutritional Consultant Certificate **\$1,565**

Nutritional Consultant training provides students with an understanding of how food nutrition contributes to the prevention of illness and the promotion of optimal health. Students learn to conduct in-depth diet and lifestyle evaluations and to advise individuals on food plans customized to each individual's taste, temperament and health goals. The fundamentals of whole food nutrition, digestive physiology, metabolism, nutritional biochemistry and current research are presented. The nutritional terrain covered includes macronutrients, micronutrients and phytonutrients, based upon current global research and application. Students are trained to work in the community in a wide variety of institutional, school, business and private practice settings.

140 hours 12-month access Instructor supported

Nutritional Fitness Consultant **\$2,495**

Combined courses: Nutritional Consultant + Fitness and Nutrition. Nutritional Consultant training provides students with an understanding of how food nutrition contributes to the prevention of illness and the promotion of optimal health. Students learn to conduct in-depth diet and lifestyle evaluations and to advise individuals on food plans customized to each individual's taste, temperament and health goals. The fundamentals of whole food nutrition, digestive physiology, metabolism, nutritional biochemistry and current research are presented. The nutritional terrain covered includes macronutrients, micronutrients, and phytonutrients, based upon current global research and application. Fitness and Nutrition: This distance learning course offers a well-balanced combination of nutrition and physical fitness training to help you take the first step toward a new career in nutrition and fitness. Proper health management is important to a growing number of consumers who are interested in enhancing their lives through increased physical fitness and better nutrition practices. People often rely on persons who have received fitness and nutrition training to help them turn their lives around.

380 hours 12-month access Instructor supported

Ophthalmic Assistant **\$1,495**

Ophthalmic Assistants play a vital role in eye care. They perform ophthalmic procedures under the direction or supervision of a physician. An ophthalmic allied health professional assists the ophthalmologist by collecting data, administering tests and treatments, and supervising patients. This course provides all the practical information you need to complete your day-to-day tasks as an Ophthalmic Assistant. You will learn detailed information on paramedical training, ophthalmic technology, and efficient office management. This course also covers the anatomy, physiology, optics, pharmacology, and microbiology of the eye.

250 hours 12-month access Instructor supported

Physical Therapy Aide **\$1,495**

Thousands of people attend physical therapy schools every day to become a part of this hot career field. In fact, according to the U.S. Department of Labor, employment of physical therapy aides is expected to grow by 29% over the next decade, which is much faster than the





average job. A physical therapy aide most often works under the direction of a physical therapist and/or physical therapy assistant. Physical therapy aide jobs often include keeping the treatment area clean and well organized, as well as to help escort patients in wheelchairs, perform clerical duties, order supplies and more. A physical therapy aide generally needs to be well organized, have patience and enjoy working with others.

120 hours 12-month access Instructor supported

Physical Therapy Aide w/ Medical Terminology **\$2,500**

Thousands of people attend physical therapy schools every day to become a part of this hot career field. In fact, according to the U.S. Department of Labor, employment of physical therapy aides is expected to grow by 29% over the next decade, which is much faster than the average job. A physical therapy aide most often works under the direction of a physical therapist and/or physical therapy assistant. Physical therapy aide jobs often include keeping the treatment area clean and well organized, as well as to help escort patients in wheelchairs, perform clerical duties, order supplies and more. A physical therapy aide generally needs to be well organized, have patience and enjoy working with others. Includes 80-hour medical terminology course.

200 hours 12-month access Instructor supported

Reflexology (Therapeutic) **\$925**

Reflexology is one of the fastest growing holistic therapies now gaining worldwide acceptance. It is based on the scientific principle that every organ in the body is reflected in certain reflexes in the feet. The feet are a microcosm of the human body. By manipulating the reflex areas on the feet, energy congestion in the body is released. Correct stimulation of the feet reflexes, while the client is relaxed, improves the energy flow and the blood supply. This results in an overall feeling of well being and enables the body to function efficiently. Reflexology is a completely safe, natural aid to restoring the body's healthy balance.

120 hours 12-month access Instructor supported

Wellness Coaching **\$1,295**

Wellness coaching is about helping people to improve their lifestyle behavior. Wellness coaching is a new field. As it emerges and the world discovers the value of it, it will continue to define and re-define itself. What is clear is that wellness coaching is the application of the principles and processes of professional life coaching to the goals of lifestyle improvement for higher levels of wellness.

260 hours 12-month access Instructor supported

Personal Fitness Trainer - Level 1 **\$1,625**

Personal Fitness Trainer – Level 1 contains essential information for students interested in a career as a personal trainer. This course provides an introduction to the profession along with coverage of exercise physiology, biomechanics, anatomy, motor learning, and nutrition. In this Personal Fitness Trainer – Level 1 course you will learn how to establish goals for clients and assess strength, flexibility, and risk as well as

develop resistance, cardio respiratory and flexibility training programs. Learn to be a Personal Trainer and change people's lives!

180 hours 12-month access Instructor supported

Personal Fitness Trainer - Level 2 **\$1,625**

Personal Fitness Trainer – Level 2 prepares you to take the ACSM's certification exam. This course elaborates on all major aspects of preventative rehabilitation and fitness programs. We provide students with the information necessary to address the knowledge, skills, and abilities (KSA) set forth by ACSM. The contributions of experts in the field are featured, showcasing their expertise in physiology, kinesiology, fitness, cardiology, pulmonary medicine, and epidemiology. The content of this course comprises both theoretical and practical physiological concepts, with related examples of exercise testing, training, and programming.

320 hours 12-month access Instructor supported

Personal Fitness Trainer Specialist **\$3,525**

Discover how muscles function as movers, antagonists, and stabilizers in the human body and fully understand concentric, eccentric, and isometric muscle contractions. This course in kinesiology explores the bones, landmarks, and joints of the body, and presents a thorough explanation of muscle function. It provides clinical applications related to key kinesiology concepts and clearly explains terminology needed for working in any rehabilitative practice field

810 hours 12-month access Instructor supported

Courses

Child and Adolescent Psychology **\$1,225**

The child & adolescent psychology course is an excellent choice for learning more about child growth and development & adolescent behavior. Whether you have children of your own, or are interested in careers in child & adolescent psychology, this is an ideal choice to help you learn more. Our detailed curriculum can provide a thorough introduction on various levels of child & adolescent development, as well as reiterate the importance of child & adolescent psychology

180 hours 12-month access Instructor supported

Aging and Society **\$1,225**

Aging & Society introduces you to gerontology in a compassionate way that helps you understand seniors and know how to work with them. This course combines sound academics with an empathetic view of the lives of older people. Beginning with a comprehensive look at aging in America, this course then delves into more specific theories and topics, such as the role of friends, family, and community. You will explore





a number of contemporary issues in aging, such as long-term care, public policy affecting the elderly, and the aging populations' impact on society.

125 hours 12-month access Instructor supported

Basic Animal Care \$645

This course is designed to assist the student in understanding the basic needs of animals, and from the information provided, obtain a better understanding of the animal profile and be able to identify problems. Students will then be able to comfortably understand animal breeds and, at an early stage, pass on any problems or information to vets or owners. The course is not designed as a veterinary assistant course, but rather as a possible introduction to the field of animal care to encourage you to consider a career in animal management.

126 hours 12-month access Instructor supported

Gel Nail Art and Design \$750

Gel nail art and design is the latest trend in the world of nail art and nail enhancements. Any design, once placed onto an uncured gel color coating, will be able to be dragged using a gel art striper brush into the most intricate of patterns. This program is an in-depth step-by-step course that is designed to teach the student how to carry out gel art and design procedures.

60 hours 12-month access Instructor supported

Manicure and Pedicure Basics \$625

Realizing the value of a well-groomed exterior in enhancing self-confidence, this avenue of beauty therapy is becoming of great importance to both females and males. The primary aim of this course is to prepare students for good employment prospects in the beauty industry. The course is delivered as a home-study program with constant tutor support to help you complete your course assignments successfully.

112 hours 12-month access Instructor supported

Massage Basics \$785

Massage is a gentle and effective way of helping the body to heal itself. Massage has both physical and psychological benefits. This course has been designed to teach the student the more refined techniques of massage that are easy to learn.

100 hours 12-month access Instructor supported



Pharmacy Calculations \$1,095

Pharmacy Calculations provides a clear consistent format with a step-by-step approach to the calculation and administration of drug dosages. It covers the ratio and proportion, formula, and dimensional analysis methods. This course focuses on enhancing the learning experience of students at all levels by making content clinically applicable. Concepts relating to critical thinking, logical thinking, and process are presented throughout. Practice problems have been added throughout this course and rationales for the answers continue to be provided giving the students a better understanding of principles related to drug dosages.

170 hours 12-month access Instructor supported

Kinesiology \$1,095

Discover how muscles function as movers, antagonists, and stabilizers in the human body and fully understand concentric, eccentric, and isometric muscle contractions. This course in kinesiology explores the bones, landmarks, and joints of the body, and presents a thorough explanation of muscle function. It provides clinical applications related to key kinesiology concepts and clearly explains terminology needed for working in any rehabilitative practice field.

180 hours 12-month access Instructor supported

Veterinary Medical Terminology \$1,145

Veterinary Medical Terminology provides a visual approach to learning medical terms and understanding the basics of veterinary medicine. A systematic process of breaking down medical terms into their component parts allows readers to comprehend the root medical concepts and apply critical thinking skills when faced with new and unfamiliar medical terminology. Case studies exemplify how medical terminology would be experienced in an actual veterinary practice. The software provided with this course makes review of the concepts fun through use of interactive games and audio pronunciation of the terms.

110 hours 12-month access Instructor supported

Industrial and

Skilled Trades




ProTrain™

Certifications

www.csc.edu/workforce/online

ASE Automotive Master Program **\$3,395**

ProTrain's Modern Automotive Service Technician online class teaches the construction, operation, service, and repair of automobiles, and prepares students for the ASE certification exams. Combining the benefits of classroom training and the convenience of computer-based learning, our comprehensive and easy to understand course details foundational principles and progresses gradually to complex diagnostic and service procedures. This sophisticated course blends proven training methodologies and educational tools not found in books or static classes, to ensure knowledge retention.

600 hours 24 month access Self-paced

Code Training/ new Construction Inspection **\$855**

If you are interested in working as a building inspector doing IRC® (International Residential Code) Inspections, use our materials to pass the International Code Council's (ICC®) IRC® Examination. Learn code provisions from actual real-life scenes and defects. That way, when you get out on site, you are familiar with what you are inspecting. Also, use our extensive, specially designed and field tested IRC Index to increase your chances of passing the ICC® certification exam. Our IRC® Index goes well beyond the index in the IRC® book.

60 hours Instructor supported

Complete Home/ Building Inspectors Training Program **\$3,025**

Do you want to learn all aspects of inspection and be prepared for whatever type of building your client wants inspected? Includes: Residential Inspection Home Study (12-Set Residential Inspection DVD Series and manual)/ New Construction Inspection Home Study (11-Set New Construction DVD Series and manual) / Commercial Inspection Home Study (12 DVDs covering technical aspects of performing commercial inspections and manual) / Manufactured Housing Home Study (7-Volume DVD Series and manual)

240 hours

Instructor supported

HazWoper 24-Hour Moderate Risk **\$365**

This self-paced HazWoper education course on the Internet meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other "sites" as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises.

24 hours 12 month access Self-paced



Home Inspection Certificate **\$1,895**

The comprehensive home inspection course is broken down in an easy and understandable format. You study at your own pace. The course is comprised of course books, audio and visual tutorials, exercises and practice quizzes, photos of numerous inspection scenarios, exams and valuable industry updates all delivered to you online. The total system contains 9 study modules. Topics: Structure, Exteriors, Roofs, Electrical, Plumbing, Heating & Cooling, Interiors, Insulation & Ventilation, Business & Marketing. Books Included

200 hours 12 month access Instructor supported

HVAC Technician -Online **\$3,895**

The OSHA 30 Hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910. General industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

355 hour 12 month access Instructor supported

OSHA- 30 Hour Construction Industry Training w/ Study Guide **\$625**

The OSHA 30 Hour Construction Industry Outreach Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Construction workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

30 hours 6 month access Self-paced

OSHA- 30 Hour General Industry Training w/Study Guide **\$625**

The OSHA 30 Hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910. General industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

30 hours 6 month access Self-paced



Certificates

Fiber Optic Installation Technician **\$1,150**

Fiber optic/structured cabling companies are now using these courses to train in theory, installation, design and test. These self-paced courses will be an excellent learning experience for you. They contain quality audio, video, animation and text. A Self - Evaluation exam is presented in each section of the course. An online tutor is available to answer all your technical questions. A Certificate of Completion is provided after passing the final exam for each course.

80 hours unlimited access Instructor supported

Emergency Response to Bio-Terrorism **\$925**

This eight-course program includes: INTRODUCTION TO MASS FATALITIES, This course is designed to provide the student with an overview of key issues to be addressed when developing mass fatalities response plans. EMERGENCY RESPONSE TO TERRORISM, This course is designed to provide workers with the knowledge and information on how best to respond to such an attack. WORKER SAFETY FOR DISASTER RESPONSE, This course is designed to provide workers with the knowledge, information, and basic skills to work safely at a disaster site, a natural event or man-caused incident. Five courses that address threat and response to: ANTHRAX, SMALLPOX, TULAREMIA, FOOD-BORNE AGENTS, and AGRICULTURAL AGENTS.

74 hours 12 month access Self-paced

Environmental Health and Safety Compliance Training **\$1,650**

The risk of not complying with federal regulations is a high price to pay for today's enterprises. Whether your organization operates in an office, the field or production environment, violations fines, and plant shutdowns can have a significant impact on business and the bottom line. Today's organizations strive to maintain a culture where employees feel motivated and productive. A safe and healthy work environment also helps to reduce costly turnover. Our ES&H solution offers hundreds of hours of approved courseware, in addition to a robust and flexible infrastructure and a proven methodology and implementation process. Over 95 courses topics include; OSHA, EPA and DOT hazardous materials. Self study.

125 hours 12 month access Self-paced

Homeland Security/ Terrorist Agent Control Technology **\$1,195**

This 5-course program includes: Biological Agents of Terrorism - identify the biological agents of primary concern to the Center for Disease Control and the US Department of Agriculture. The potential for release, expected epidemiology/etiology, detection, and response protocols are explored through narrated presentations and virtual laboratory exercises. Perspectives On Terrorism – gain general knowledge of the many aspects of terrorism. The units will cover terrorism from its historical



origins, to modern needs of preparedness and response and the psychological implications. Chemical Agents of Terrorism - Industrial chemicals as well as military agents that pose a threat to our security are detailed as the student examines the effects of these potential agents of terrorism. Facility Security and Deterrents to Terrorism - A terrorist attack can be internal or external; from these two extremes, students identify how to safeguard their infrastructure, minimize the likelihood of attack, and how best to recover after an incident. Terrorist Agent Monitoring and Detection - From continuous monitoring to sampling for and detection of a suspected agent

135 hours 12 month access Self-paced

HVAC Systems and Controls Fundamentals **\$1,595**

Take the basics of Heating and Air Conditioning one step further. This 150 hour program is developed by American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). Topics include: Fundamentals of HVAC Systems, HVAC Control Systems, DDC Controls, Refrigeration, Energy Efficient Design and Indoor Air Quality. All courses are NATE recognized (www.natex.org)

150 hours 12 month access Self-paced

HVAC Technician Fundamentals **\$1,295**

Learn the basics of HVAC Electrical, Air Conditioning and Refrigeration with this entry level training. Developed by leading HVACR experts that truly develops your core technical skills and advances your industry knowledge. Topics include Safety, Electrical fundamentals, Air Conditioning fundamentals and Refrigerant Usage. All courses are NATE recognized (www.natex.org)

80 hours 12 month access Self-paced

Industrial Maintenance Technology Certificate **\$995**

Industrial Technologies Curriculum is a dynamic, comprehensive training solution designed as a progression or cross-discipline education and training solution. Industrial Technologies Curriculum has been developed by subject matter experts with field and educational experience within each discipline. All lessons are designed using learning outcome based instructional design methods. These online courses incorporate varying types of media, including photographs, graphics, video, animations, and three dimensional representations. Interactive remediation and simulation is also developed for each lesson to maximize the learning experience. Topics include: Safety, Industrial Maintenance, Industrial Electricity, Power Generation & Alternative Energy Options, Industrial Instrumentation, Machine Shop.

600 hours 12 month access Instructor supported

Landscaping Certificate **\$1,299**

This Landscaping course provides the basic knowledge and industry information needed to be successful in the field of landscape design and architecture. Focusing on three areas of professional practice;



design, contracting, and management, traditional topics such as design, plant installation, and pricing, as well as topics not found in most other resources, such as interior landscaping, xeriscaping, water gardens, and safety are discussed.

160 hours 12 month access Instructor supported

Landscaping + Starting Your Own Business **\$2,425**

Would you love to be your own boss? Do you have a great idea for a business, but just don't know where to begin? Let us help you get started! Our in-depth course can provide you with a comprehensive introduction on how to start your own business. This is your chance to take that exciting first step toward a new career as an entrepreneur! This Landscaping course provides the basic knowledge and industry information needed to be successful in the field of landscape design and architecture. Focusing on three areas of professional practice; design, contracting, and management, traditional topics such as design, plant installation, and pricing, as well as topics not found in most other resources, such as interior landscaping, xeriscaping, water gardens, and safety are discussed.

310 hours 12 month access Instructor supported

Paper Mill Operations Certificate **\$2,895**

This course is designed for people who seek entry-level operator's job in a paper mill. There are hundreds of paper mills in the United States. There are very few institutions in the country that provide training for entry-level workers. Paper mills are operated by highly skilled process operators. In a paper mill, usually there are three or four operational levels. This course is designed to prepare a person to apply for an entry-level job. Once a person is employed, he/she moves up the ladder by acquiring experience. It is an interactive course. Many modules contain graphical simulations and animations to enhance the learning process. The 240-hour program delivers some fairly complex concepts in an easy to learn format.

240 hours 12 month access Instructor supported

Power Plant Operations Certificate **\$2,895**

This course is designed for people who seek entry-level operator's job in a power plant. There are thousands of power plants in the United States. There are very few institutions in the country that provide training for entry-level workers for power plants. Power plants are operated by highly skilled process operators. In a power plant, usually there are three or four operational levels. This course is designed to prepare a person to apply for an entry-level job. Once a person is employed, he/she moves up the ladder by acquiring experience. It is an interactive course. Many modules contain graphical simulations and animations to enhance the learning process. The 240-hour program delivers some fairly complex concepts in an easy to learn format.

240 hours 12 month access Instructor supported



Refinery Operations Certificate \$2,895

This program is designed for people who seek entry-level operator’s job in a refinery or other petrochemical plants. There are thousands of petrochemical plants in the United States. There are very few institutions in the country that provide training for entry-level workers for the petrochemical plants. Petrochemical facilities are operated by highly skilled process operators. In such facilities, usually there are three or four operational levels. This course is designed to prepare a person to apply for an entry-level job. Once a person is employed, he/she moves up the ladder by acquiring experience. It is an interactive course. Many modules contain graphical simulations and animations to enhance the learning process. The 240-hour program delivers some fairly complex concepts in an easy to learn format.

240 hours 12 month access Instructor supported

Building Automation Network Installation Program \$2,195

Building Automation Network Installation Program is the only one of its kind that addresses the low voltage systems that can be part of the Building Automation System (BAS). This program starts with the Introduction of BAS, known as the distributed control system and sometimes referred to as an intelligent building system (IBS). It then continues with introduction into BACnet communications protocol, an overview of Lon-Talk, types of cables that permit full building control over an Enterprise Riser, structured and sub Cabling systems, distribution of cabling (which will address the entire infrastructure.) Ethernet and Ethernet/IP information will be provided to describe how the signal is transported to and from the BAS Device on each floor to the computer.

150 hours unlimited access
Instructor supported

Burglar Alarm Installation Technician Program \$1,325

“Burglar Alarm Installation and Testing Program is for those who want to become qualified alarm technicians. This manual is about the hardware and cabling needed to produce a signal of intrusion. Designed for the beginner, this manual starts with the basics of alarms and intrusion detection for the home, office, or commercial and industrial businesses. It also identifies the three types of systems – hard-wired, wireless and X-10. Program 6 also illustrates the control panel, keyboard, contacts, and types of cables used for contract wiring, motion and infrared detection. Also included are step-by-step procedures and practices for placement of foil, protecting the point of entry, glass protection, shock sensors, reed/magnetic and micro switches, the diode, resistor, sirens, bells and strobe signaling, speaker horns, speaker sirens, installation of housing and enclosures, where to put boxes, housing and enclosures, and using a ladder and scaffolding. The program continues with lessons on how to make telephone connections, RJ31X and RJ21 jacks, DSL or modem configurations, and DSL splitter combinations of communications. We go outside the building for perimeter security; buried and infrared sensors. Gates and fencing protection, above and below ground using copper, fiber and coaxial cable are also covered. Additionally,

card reader and personal identification systems will be presented. This program then concludes with testing.”

120 hours unlimited access Instructor supported

CCTV Installation Technician \$2,125

“This Home Study Program is for those aspiring to become qualified CCTV technicians and coaxial cable installers, and want to deliver video over structured cable systems. It is for voice and data crafts people, supervisors, engineers, estimators, contractors, and ITS-end users doing in-house installation and maintenance. This program describes how to use structured telephone wire instead of coax cable, how to lie out a CCTV signal distribution system, how to understand digital cameras, how to install Ethernet video systems, and IP-based video networks. It also focuses on standard, industry-approved CCTV installation practices, which include fishing walls and ceilings; running cables to locate and place cameras; installing mounts, housings and hardware; and then testing the entire system.”

180 hours unlimited access Instructor supported
Industrial Data Network

Installation Technician Program \$2,125

Industrial Data Network Installation Technicians Program will provide technical information, methods, practices and practical installation of cable and hardware from the Office to the Shop Floor. It will provide an overview of how industrial networks operate by transmitting and receiving data communications from a PC to a Programmable Logic Controller (PLC) and PLC/IP via Ethernet Industrial Networking. Installation practices will be described in detailed drawings. Also included are: how to run and terminate cables; types of cables; connectors that are used on the plant floor; extending cables, both fiber and copper from one building to another; and grounding and protection. Types of enclosures, DIN Rail, terminal blocks, relays, surge protection and power supplies will be discussed.

150 hours unlimited access Instructor supported

Outside Cable Plant Installation Program \$1,195

“Customer-owned outside Cable Plant Installation Program is for those who want to know how to install cables aboveground, underground, as well as between buildings on a customer-owned facility. Although outside-plant (OSP) work is not new, it may be foreign territory to some cabling contractors. This manual provides a basic understanding of what an outside cable plant is. It starts with an overview of design methods, including installation of and distribution of copper and fiber cabling. The program provides step-by-step installation instructions for getting the cable from one building to another – on telephone poles and underground. The cabling plant will then support a wide range of applications such as voice, data, video, alarms, environmental control and security. This program has been designed for the beginner with detailed explanation and description of installation. It will provide information on clearances as well as definition of special terms: guying, erecting and setting poles, the strand, placing aerial cable and lashing,



self-supporting cable, and manhole construction. It will finish with the design of a cable plant.”

90 hours unlimited access Instructor supported

Retail In-Store (POS) Communications Installation Program **\$2,150**

“In-Store Communications Installation Program is the only one of its kind to have developed a special training program for one of the most sought- after technicians in the low voltage industry. Look at your web browser and call up “help wanted POS technicians” and see the job postings for entry level to supervisor’s jobs all over the country. What is Retail Communications? Retail Communications can be an individual system like a CCTV system running on Unshielded Twisted Pair cable to a Point of Sale System (checkout counter) in a store. Stores that we see every day, whether small or large, can have a multitude of low voltage systems. The larger stores often include the following systems: Point of Sale system, CCTV, Ethernet, Local Area Network, Structured Cable both copper and fiber optics, Interfacing Network Devices, Digital Signage, Telephone System, Paging, Kiosk and Wireless. Once you get started in this program you will see that we provide specific information regarding several paths that can be taken, from installation to working as a tech for a manufacturer or distributor who installs”

180 hours unlimited access Instructor supported

RFP Design-Develop-Engineering Program **\$1,195**

“RFP Design-Develop-Engineering Program is for the person wanting to design structured cabling systems for inside the building and the outside customer-owned cable plant. It starts with a plan for the development of a Comprehensive Request for Proposal to either replace an existing system or install a new system. Items included are, Needs Assessment, Performance of a Cable Survey, Engineer Technical Speci-



fication, Design the RFP, Issue an RFP, Review and Evaluate Vendors” technical and financial responses. This program has been designed for the beginner who works for the in-house IT Department, Consultants, Engineers, Cable Managers, IT people, Financial Officers, Project Managers, Cable Technicians and Contractors.”

90 hours unlimited access Instructor supported

Structured Cabling Systems Estimating and Bid **\$1,325**

“Estimating Design and Bid for Structured Cabling Systems Program was designed to assist contractors in increasing their “Design and Bid” work by helping their customers understand “Design and Bid” benefits. The contractor, estimator, technician or low-voltage technician will be provided with information on various concepts of bidding and presentation; sound logic used in developing Design and Bid proposal documentation; conducting site surveys, estimating labor, material and implementation of a Voice and Data cabling project for Commercial, Industrial or Building Automation. The program defines materials and labor and provides distinct technical information and methods for creating a proposal that will go a long way in winning customers and keeping them. You have a great partner in the Groups and Standards Committees that are advocating that projects work from a Structured Cabling System. Already in place or on the drawing board are Structured Cabling systems that support Building Automation using BACnet or LONWORKS, Hospital integration Structured Cabling to serve IT, Telephony and Building Management, Industrial Plant Floor, and Retail In-store communications, just to name a few.”

90 hours unlimited access Instructor supported

Systems Installation Technician Program **\$4,695**

Systems Installation Technician Program is the only one of its kind to have developed a special training program that involves several disciplines. The program provides the training and leadership necessary to estimate, design, bid, plan, install, maintain, trouble shoot, and manage projects. To become a leader, you must know how to install a range of systems such as Structured Data Cabling, Local Area Network Ethernet, CCTV, Fiber Optic Retail-In Store POS Communications, Voice Telephone, Business Intrusion and Detection, Wireless Building Automation, Paging, and Digital Signage. There is also information that teaches Estimating, Design and Bid, Owning the Riser Cable, Supervision and System Testing. After completing each of the above programs, a certificate of completion will be awarded and after completing all the programs, you will be awarded a Systems Installation Technician Certificate.

340 hours unlimited access Instructor supported

Telecommunication Network Installation Technician Program **\$2,150**

“This Home Study Telecommunication Network Installation Technician Program is for those who want to start a career or increase knowledge of Structured Cabling, Telecommunications and Local Area Network. Wouldn’t it be great to walk onto a customer’s property and be able to do it all: install necessary cabling, key systems and Local Area Net-





work? Would you like to be able to determine how many cables you need at each outlet, determine type of blocks, set cross connection, plug and play at the IDF, determine utilization of placement for providing 10 Gigabit with Ethernet connectivity devices and provide a key or PBX Telephone system? Sound simple? We make it that way because our information starts from the ground floor. This course has been designed for individuals just beginning in this industry and is a must for technicians, contractors, supervisors, IT Technicians and low voltage techs who want to keep up with industry techniques, standards and practices. The program comes with a Training Kit that supports the hands-on functionality of the information and is designed to take you step-by-step through terminations. "

160 hours unlimited access Instructor supported

Voice and Data Cabling Installation Technician Program **\$2,125**

"Voice and Data Cabling Installation Technicians Program is for those who want to become qualified technicians capable of providing Voice and Data Structured Cabling Systems for the commercial and industrial building industries. This course was designed for individuals just beginning a career in this industry and is a must for experienced cable technicians, contractors, electricians, and supervisors, IT cabling managers, technicians, and low voltage technicians wanting to keep abreast of all the latest industry techniques, standards and practices."

150 hours unlimited access Instructor supported

Courses

Composting Operations **\$245**

Composting is the controlled process of organic degradation or waste decomposition. This web-based course will provide those taking the class with knowledge in the process of waste decomposition, an array of microorganisms and invertebrates consume the organics and convert them to humus. In the truest sense, solid waste composting is actually microbe farming, and like any type of farming, success has a lot to do with the farmer knowing how to make what he is raising thrive and grow. This class will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

25 hours 12 month access Self-paced

Electrical and Electronic Fundamentals **\$695**

The Electrical and Electronic Fundamentals course focuses on the basic concepts and skills that students will require when they work with electrical equipment in a residential location. The course discusses the fundamental principles of electricity and electronics and the function of various devices such as resistors, capacitors, amplifiers, and oscillators. Different types of circuits and their applications are also discussed. Students will use electrical test equipment and diagnostic tools. They

will also learn about safety measures, codes, and rules and regulations that must be followed for preventing mishaps.

30 hours 3 month access Self-paced

Garden Design **\$795**

Professional garden design is something that is inspirational and is essentially solving the various logistical problems associated with what you have to work with, where to position such items as pathways, swimming pools, tennis courts, water features, flower beds and which plants would be most suited. Good garden design adds these ingredients to create a style in keeping with the site, the house and your client's requirements.

120 hours 12 month access Instructor supported

Garden Maintenance **\$795**

This subject aims to provide you with a firm basis for maintaining a garden in a healthy and presentable state. Garden Maintenance is a diverse area of study, sometimes thought of as being the mundane side of horticulture, though in fact it is today quite technical and a very critical area of concern.

120 hours 12 month access Instructor supported

Horticulture Foundations **\$795**

The growing of plants and understanding of the make-up of the soil and the best way to ensure you maximize the ground around you is a skill a lot of us want to know. The course provides the skills and knowledge needed to better understand this complex subject.

126 hours 12 month access Instructor supported

Household Hazardous Waste Operations **\$245**

This Internet-assisted class is an 18-hour Moderate Risk awareness course for those in the solid waste field at landfills, recycling centers, and household hazardous waste facilities. Eighteen hours of the course are delivered over the Internet and can be taken anytime anywhere. The course includes online text, interactive exercises, web links, self-grading quizzes, final exam, and job specific hands-on training.

24 hours 12 month access Self-paced

Introduction to Construction Management **\$795**

The present trend is for construction firms to grow and their activities are becoming more complex. The ratio of manager to workers has increased, and there are more specialists, and many more rules and procedures. The roles are more tightly defined, and external controls have increased. Managers require more skills and more information to be able to cope with these changes. In large organizations, the days of an individual manager running all the affairs of the concern are finished. The efficient organization of big business now requires a coordinated team effort. Learning the basic skills and knowledge of construction is vital to anyone wishing to enter the construction industry or wanting to



ensure that a project they are about to start or are planning to oversee will benefit from this course.

100 hours 12 month access Instructor supported

Landfill Operations **\$245**

Using the Internet those taking this course will gain a vast array of knowledge concerning the many aspects of landfill operations. This course provides eight foundation blocks for the operator with units on waste decomposition, geology & hydrology, engineering, surveying, landfill design, landfill construction, landfill operations, and regulations. This class will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

25 hours 12 month access
Self-paced

SH - Fundamentals of Structured Writing **\$465**

A comprehensive review of residential structured wiring designed for new and inexperienced home technology installers. This course is also appropriate for builders, subcontractors, home technology manufacturers, and anyone with a serious interest in residential low voltage wiring. Books Included

20 hours 3 month access Self-paced

SH - Home Entertainment Systems **\$465**

Course includes complete instruction on the possibilities, benefits, technology, design, and installation of whole house music systems for residential installers/integrators, builders, developers, contractors, and real estate professionals. Books Included

30 hours 3 month access Self-paced

SH - Home Network Design and Configuration **\$465**

This course begins by explaining the capabilities and benefits of home networks as a means of sharing computers and Internet access, and also as the backbone for connectivity between other residential technologies. Books Included

30 hours 3 month access Self-paced

SH - Home System Automation and Integration **\$465**

The Home System Automation and Integration course discusses how to bring all the home subsystems together and create a fully integrated home. The course describes the process of setting up and programming automation controllers for complete home automation. Students learn to troubleshoot and identify technical problems with system user interfaces or control processors. Books Included

30 hours 3 month access Self-paced



SH - Home Technology Tools, Products, and Services **\$465**

This course presents the major commercial participants, common practices, and prevalent consumer perception of HTI benefits. The course discusses the concept of an Integrated Home Network (IHN) and the tools, equipment, and expertise required to build it. Books Included

30 hours 3 month access Self-paced

SH - Home Theater Design and Installation **\$465**

Home theaters are becoming a "must have" in homes these days, and this course teaches what students need to know to understand, design and install a home theater. Low-, mid-, and high-end home theater possibilities are reviewed, as well as important safety considerations, standards, and codes that must be followed during installation. Books Included

30 hours 3 month access Self-paced

SH - Introduction to Residential Technologies **\$465**

An engaging and thorough review of the capabilities, benefits, and technical infrastructure of today's residential technologies. Designed for anyone new to the residential technology industry, including aspiring installers, builders, developers, contractors, real estate professionals, and interested homeowners, this course is the ideal orientation to the current state of the industry, market, and technology. Books Included

15 hours 3 month access Self-paced

SH - Lighting, Water, and Temperature Control Systems **\$465**

The Lighting, Temperature, and Water Control Systems course discusses effective management of three energy and utility-based systems — lighting, heating, ventilation, and air-conditioning (HVAC), and water — through implementation of home technology. Books Included

30 hours 3 month access

Self-paced

SH - Security, Surveillance, and Access Control Systems **\$465**

The Security, Surveillance, and Access Control Systems course discusses the working principles, design, and installation of home security and access control systems. It describes wired and wireless security systems and explains gadgets, such as sensors, security panels, zone commanders, and CCTVs that are a part of security systems. Books Included

30 hours 3 month access Self-paced

SH - Telecommunications Systems **\$465**

The Telecommunication Systems course introduces students to the fundamentals of the telecommunication system. Students are instructed



on the design, installation, and configuration of home telecommunication systems, including advanced wired and wireless systems. Books Included

30 hours 3 month access Self-paced

Technical Mathematics \$450

The Technical Mathematics course provides students with mathematical skills they will require in their day-to-day functions as home technology professionals. The course includes topics on number systems, algebra, analytic geometry, and fundamental trigonometry. The course uses examples and problems that students will encounter and will be expected to solve on the job

30 hours 3 month access Self-paced

Wastewater Analysis- Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

64 hours 12 month access Self-paced

Wastewater Collection Systems- Online \$245

Using the Internet, students will gain a working knowledge of wastewater collection systems safety procedures, sewer inspection and testing, pipeline cleaning and maintenance, underground repair, lift stations, equipment maintenance, and sewer rehabilitation. Along with reading assignments from the text, the course is enhanced with up-to-date photographs, audio, interactive exercises, and links.

64 hours 12 month access Self-paced

Wastewater Treatment - Industrial- Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

64 hours 12 month access Self-paced

Wastewater Treatment I - Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the



books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

64 hours 12 month access Self-paced

Wastewater Treatment II - Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

64 hours 12 month access Self-paced

Water - Coagulation and Flocculation \$145

Using the Internet students will explore the rudiments of water treatment. The topics of this course include general issues operators face when dealing with coagulation and flocculation. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water - Disinfection and Chlorination \$145

Using the Internet students will explore the rudiments of wastewater treatment. The topics of this course include general issues operators face when disinfecting wastewater. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water - Filtration \$145

Using the Internet students will explore the rudiments of water treatment. The topics of this course include general issues operators face when dealing with the filtration processes. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final

10 hours 2 month access

Self-paced

Water - Fixed Film Processes - Online \$145

Using the Internet students will explore the rudiments of wastewater treatment. The topics of this course include general issues regarding the trickling filter process when treating wastewater. Along with read-



ing assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access
Self-paced

Water - Fluoridation - Online \$145

Using the Internet students will explore the rudiments of water treatment. The topics of this course include general issues operators face when dealing with the fluoridation processes. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water - Iron and Manganese - Online \$145

Using the Internet students will explore the rudiments of water treatment. The topics of this course include general issues operators face when dealing with iron and manganese levels. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water - Permits and Administration - Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

48 hours 12 month access Self-paced

Wastewater - Pollution Control \$145

Using the Internet students will explore the rudiments of wastewater treatment. The topics of this course include general issues regarding what is meant by the term water pollution, the steps needed to treat it and the math used. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Wastewater - Pond Systems - Online \$145

Using the Internet students will explore the rudiments of wastewater treatment. The topics of this course include general issues regarding use of wastewater ponds as a treatment method. Along with reading



assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Wastewater - Preliminary Treatment - Online \$145

Using the Internet students will explore the rudiments of wastewater treatment. The topics of this course include general issues regarding the steps in preliminary treatment of wastewater. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water - Primary Treatment - Online \$145

Using the Internet students will explore the rudiments of wastewater treatment. The topics of this course include general issues regarding the steps in primary treatment of wastewater. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water - Pumps, Maintenance and Safety - Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

48 hours 12 month access Self-paced

Water - Sedimentation - Online \$145

Using the Internet students will explore the rudiments of water treatment. The topics of this course include general issues operators face when dealing with sedimentation basins. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Wastewater - Suspended Growth Systems - Online \$145

Using the Internet students will explore the rudiments of wastewater treatment. The topics of this course include general issues regarding



suspended growth systems. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water Analysis - Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

64 hours 12 month access Self-paced

Water Distribution Systems - Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

64 hours 12 month access Self-paced

Water Treatment - Disinfection - Online \$145

Using the Internet students will explore the rudiments of water treatment. The topics of this course include general issues operators face when dealing with a verity of disinfection processes. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water Treatment (Sources and Treatment) - Online \$145

Using the Internet students will explore the rudiments of water treatment. The topics of this course include an overview of water treatment and reservoir management. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Water Treatment I - Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

64 hours 12 month access Self-paced

Water Treatment II - Online \$245

This online platform offers training, professional development and renewal training credit hours via the internet 24 hours a day, 365 days a year! Courses are self-paced; give you the ability to retake lessons and tests; include interactive audio and animated images; mirror the books for California State University at Sacramento (CSUS) Foundation Office of Water Programs; and have easy to follow lessons that include presentations, exercises, self-tests and final exams. Upon enrollment, students have 12 months to complete the course.

64 hours 12 month access Self-paced

Water Treatment Quality - Online \$145

Using the Internet students will explore the rudiments of water treatment. The topics of this course include general issues operators face when insuring the quality of the water. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links. Assessments: This course contains self-tests, lesson quizzes, and a final.

10 hours 2 month access Self-paced

Information Technology <



Business Analysis

PmCentersUSA

Training in partnership with PM-CentersUSA

PmCentersUSA®'s business analysis training is designed to meet the standards established by the IIBA, as well as to transfer knowledge and develop skills in the BA discipline. This courseware was created to be compliant with the IIBA's Business Analysis Body of Knowledge Version 2.0 (BABOK Version 2.0) and structured to prepare individuals with knowledge and course hours for the professional certification examination.

The Master's Certificate Track consists of seven focused courses in business analysis, delivered in four evening classroom sessions. When the program is completed, students receive a Master's Certificate in Business Analysis and either 98 PDU's, 98 PD's, 98 CDU's.

Business Analysis Masters Certificate Track **\$3,330**

CPEBUS-230-001

Sign up for the entire Business Analysis Master Certificate Track and receive a 20% discount! Regularly \$4,165

Business Analysis Fundamentals **\$595**

CPEBUS-231-001 T TH 1/03-1/12/12 6:00 PM - 10:00 PM

Business analysis represents a critical factor for project success. Disconnects can exist between the producers of the solution and the business users who need the functionality that the project will provide. Business analysts (BAs) are the conduit between these two worlds, bridging the communication gap with their unique grasp of both sides of the project. This course is designed around the seven knowledge areas

identified by the International Institute of Business Analysis (IIBA®): Business Analysis Planning & Monitoring, Elicitation, Requirements Management & Communication, Enterprise Analysis, Requirements Analysis, Solution Assessment & Validation, and Underlying Competencies. This course will introduce you to the complex world of the business analyst and will include a step-by-step tour of an actual IT project from the perspective of a business analyst.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. PREREQUISITES: None

Business Analysis Planning & Monitoring **\$595**

CPEBUS-232-001 T TH 1/24-2/02/12 6:00 PM - 10:00 PM

Before the business analyst (BA) begins working, many decisions are made concerning the project. These decisions concern how the business analysis process will be used; how the team will work together; and how the requirements will be elicited, traced, and prioritized. This course, designed around the first knowledge area identified by the International Institute of Business Analysis (IIBA®), will introduce you to the complex world of planning and monitoring of business analysis activities. What methods will be used to elicit and document requirements? Which stakeholders will provide input on requirements? What will our sources of information be? The strategic thinking that goes into requirements risk assessment, requirements work planning, and communication will permeate the project to its completion and affect every aspect of the BA's work.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. PREREQUISITES: None

Elicitation **\$595**

CPEBUS-233-001 T TH 2/14-2/23/12 6:00 PM - 10:00 PM

This is the most important task that a business analyst (BA) is faced with. If the requirements are not elicited and produced properly in the

beginning, the cost associated with fixing those mistakes later in the project will be high. In this course, students will learn about the various types of project requirements and how to go about eliciting them. The various techniques for eliciting requirements from the project stakeholders will be looked at in detail, along with methods for testing the requirements for completeness and correctness.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. PREREQUISITES: None

Requirements Management & Communication \$595
CPEBUS-234-001 T TH 3/06-3/15/12 6:00 PM-10:00 PM

The Requirements Management & Communication course covers the activities for managing and expressing requirements to project stakeholders. It is important to ensure that all stakeholders have a shared understanding of the project requirements, and that all stakeholders with approval authority are in agreement with the requirements the solution will meet. As the elicitation effort proceeds and the scope of the project evolves, the changes must be tracked and handled properly. Moreover, traceability and requirements reuse must be tracked as well. Throughout the process, the requirements must be properly documented and communicated back to the stakeholders, to ensure that they are all on board with the project as it moves forward. This course will help you improve your skills in communicating requirements and managing requirements over the life of the project.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. PREREQUISITES: None

Enterprise Analysis \$595
CPEBUS-235-001 T TH 3/27-4 /05/12 6:00 PM - 10:00 PM

Before the business analyst (BA) begins working, many decisions are made at the enterprise level. Business needs, problems, or opportunities must be identified; the basic nature of appropriate solutions to these problems must be understood; and the necessary investments must be justified prior to commencement of any projects. This course, designed around the enterprise analysis knowledge area identified by the International Institute of Business Analysis (IIBA®), will introduce you to the complex world of project decision making. Why is this project happening? What business requirements will this project satisfy? The strategic thinking that goes into project scoping and feasibility studies will permeate the project to its completion and affect every aspect of the BA's project work.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. PREREQUISITES: None

Requirements Analysis \$595
CPEBUS-236-001 T TH 4/17 - 4/26/12 6:00 PM - 10:00 PM

An excellent way to record requirements information is to use the many diagramming models available to the business analyst (BA). These diagrams serve two vital purposes – documentation and analysis of the

information gathered, and testing of the requirements. By putting the requirements down on paper and holding them up to the hard, cold light of reality, the analyst is able to locate, identify, and correct problems. A picture is worth a thousand words! This course is designed to provide the BA with the knowledge and tools needed to diagram, model, and analyze requirements, as well as to prioritize and organize requirements to meet project and stakeholder needs.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. PREREQUISITES: None

Solution Assessment & Validation \$595
CPEBUS-237-001 T TH 5/08-5/17/12 6:00 PM - 10:00 PM

Once a project's requirements are elicited and verified, and once the results are documented and analyzed, the detailed design of the solution begins. At this point, the business analyst's job is complete, right? Wrong! No one on the team knows more about the business aspects of this project than the business analyst. No one else is better prepared to assist with the selection of the solution, to monitor development to ensure that it continually meets the project requirements, and to oversee and assist with implementation. The business analyst must be completely familiar with the quality assurance activities that take place and must be prepared to assist with and participate in those testing activities.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. PREREQUISITES: None

Technical Skills for Business Analysts* \$595
CPEBUS-238-001 T TH 6/08-6/14/12 6:00 PM - 10:00 PM

The business analyst (BA) is the conduit between two worlds - the business with the need and with the users of the solution, and the developers who will actually design, build, and implement the IT solution. In order to be truly effective in the role of an interpreter/ translator, the BA must be able to speak the languages of both sides. This two-day course is designed to get the BA up and running with enough technical knowledge to participate in discussions and to facilitate testing of IT solutions. The course will focus on Structured Query Language (SQL), programming concepts and technical jargon, and the technical components of a web application. Configuration Management will also be discussed..

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. PREREQUISITES: None

* This course is not required for the Masters Certificate in Business Analysis

CBAP Prep Class \$795
CPEBUS-239-001 T TH 4/16-4/18/12 8:00 AM - 5:00 PM

This course provides an intensive review of the subject matter tested on the International Institute of Business Analysis (IIBA) Certified Business



Analysis Professional™ (CBAP) examination (Version 2.0). You will improve your test-taking skills by completing a sample examination of 200 questions and by discussing the rationale behind both correct and incorrect answers. This course is specifically designed to maximize the probability that you will succeed in passing the examination the first time you take it. Each student will receive a course manual, sample examination questions, and a copy of the IIBA A Guide to the Business Analysis Body of Knowledge (Version 2.0).

WHO SHOULD ATTEND

This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work.
PREREQUISITES: None

On-Site 5-Day Business Analysis Training

Contact us for Pricing and Details

David Watts – Technical Programs Coordinator 614-287-5787

An Examination of the Essential Skills and Techniques Needed by the Modern Business Analyst

Business analysis dramatically increases the chances of successfully completing and correctly engineering the most difficult component of a project – the project's requirements. While business analysis has been around for a while now, only in the past few years has the profession been formally codified and certified by the International Institute of Business Analysis (IIBA®). This five-day course is designed around the seven knowledge areas identified by the IIBA: Business Analysis Planning & Monitoring, Elicitation, Requirements Management & Communication, Enterprise Analysis, Requirements Analysis, Solution Assessment & Validation, and Underlying Competencies. This course will prepare you to immediately start implementing the principles and techniques of business analysis in your business and work environment.

WHO SHOULD ATTEND

This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work.

Learn and Earn: How Certification Can Work for You

By earning a Cisco Certification, you gain advanced, market-relevant skills that employers recognize and respect, as well as opportunities to connect with a global community of other certified professionals.

CISCO Academy

The Cisco® CCNA® Discovery curriculum (CPECPT 210 – CPECPT 213) is primarily designed for Cisco Networking Academy® students who are seeking entry-level information and communication technology (ICT) skills.

CCNA 1 Networking for Home and Small Business

\$1,100

CPECPT-210-001 W 1/4 - 4/11

6:00 – 10:00 PM

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing and the installation of game consoles, scanners and cameras. Students who complete Networking for Home and Small Businesses will be able to perform the following tasks:

- Set up a personal computer system, including the operating system, interface cards, and peripheral devices
- Plan and install a home or small business network and connect it to the Internet
- Verify and troubleshoot network and Internet connectivity
- Share resources such as files and printers among multiple computers
- Recognize and mitigate security threats to a home network
- Configure and verify common Internet applications
- Configure basic IP services through a GUI

PREREQUISITES: None

CCNA 2 Working at a Small-to-Medium Business or ISP

\$1,100

CPECPT-211-001 W 4/25 - 8/1

6:00 – 10:00 PM

This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

Students who complete Working at a Small-to-Medium Business or ISP will be able to perform the following tasks:

- Describe the structure of the Internet and how Internet communications occur between hosts
- Install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity
- Plan a basic wired infrastructure to support network traffic
- Implement basic WAN connectivity using Telco services
- Demonstrate proper disaster recovery procedures and perform server backups
- Monitor network performance and isolate failures
- Troubleshoot problems using an organized, layered procedure
- Describe the OSI model and the process of encapsulation

PREREQUISITES: Networking for Home and Small Business

CCNA 3 Introducing Routing and Switching in the Enterprise

\$1,100

CPECPT-212-001 W 8/23 - 12/13

6:00 – 10:00 PM

This course familiarizes students with the equipment applications and

protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises, including configuration, installation, and troubleshooting, reinforce student learning.

Students who complete *Introducing Routing and Switching in the Enterprise* will be able to perform the following tasks:

- Implement a LAN for an approved network design
- Configure a switch with VLANs and inter-switch communication
- Implement access lists to permit or deny specified traffic
- Implement WAN links
- Configure routing protocols on Cisco devices
- Perform LAN, WAN, and VLAN troubleshooting using a structured methodology and the OSI model

PREREQUISITES: Working at a Small-to-Medium Business or ISP

Cisco IT Essentials (A+) \$1,295
CPECPT-234-001 M,Th 1/5 - 3/19 6:00 – 10:00 PM

PC Hardware and Software is divided into two sections. The first section provides foundational knowledge that aligns with the CompTIA A+ Essentials exam, while the second section explores advanced concepts in greater depth and provides opportunities for practical application.

Chapters 1-10 cover the following skills and competencies:

- Core competencies in the latest hardware and software technologies
- Information security skills
- Safety and environmental issues
- Soft skills for career development

Chapters 11-16 cover the following competencies:

- Advanced troubleshooting skills
- Prepares for all three CompTIA job environments certification exams
- Advanced installation of computers, peripheral devices, networks and security components

CCNP 1 ROUTE \$1,500
CPECPT-214-001 T 1/3 - 4/10 6:00 PM – 10:00 PM

This course teaches students how to implement, monitor, and maintain routing services in an enterprise network. Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CCNP 2 Switch \$1,500
CPECPT-215-001 M 4/24 - 7/31 6:00 PM – 10:00 PM

This course teaches students how to implement, monitor, and maintain switching in converged enterprise campus solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks. Students will learn how to plan, configure, and verify the implementation of complex enterprise switching. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

Project Management



Despite the number of individuals looking for employment, Central Ohio companies are challenged to find qualified IT professionals to fill open positions. Our Project Management training program is designed to show people how to use IT to improve business processes.

Project Management Training in partnership with PMCentersUSA

PmCentersUSA's project management training is designed to meet the standards established by the PMI™, as well as to transfer knowledge and develop skills in the project management discipline. This courseware was created to be compliant with the PMI's Project Management Body of Knowledge and structured to prepare individuals with knowledge and course hours for the professional certification examination. The Master's Certificate Track consists of seven focused courses in project management, delivered in four evening classroom sessions. When the program is completed, students receive a Master's Certificate in Project Management. Students also earn 84 PDUs for classroom learning or 72 PDUs for virtual learning.

Project Management Masters Certificate Track \$3,300
CPEBUS-240-001

Sign up for the entire Project Management Masters Certificate Track and receive a 20% discount! Regularly \$4,165.

Project Management Overview \$595
CPEBUS-242-001 M W 1/9 - 1/18/12 6:00 PM – 10:00 PM

This 16 hour course provides an extensive introduction to the fundamentals of modern project management by following a case study from project initiation to completion. The case study provides attendees the opportunity to practice using key project management best practices, including a project charter, stakeholder analysis, work breakdown structure, schedule, risk management plan, and communications plan.

Attendees will also deal with project changes and risk events for the case study. The best practices covered in this 16 hour course will prepare you to immediately start implementing the principles and techniques of modern project management on your projects.

Project Leadership \$595
CPEBUS-243-001 M W 1/30 - 2/08/12 6:00 PM – 10:00 PM

An Introduction to Project Leadership and Communications Management

Project managers are expected to elicit top performance from all members of the project team, often in an environment of high responsibility and low authority coupled with the use of "borrowed resources." Key to accomplishing this is the understanding of and ability to implement proven leadership, communication, and management theories and methods in project situations.

This intensive 16 hour course allows you to analyze your own management and leadership styles, compare them to modern techniques and principles, and strengthen your ability to lead others to project success



Project Scope and Quality Management \$595

CPEBUS-244-001 M W 2/20 - 2/29/12 6:00 PM – 10:00 PM

Project scope and quality management go hand in hand in today's project environment. Both are concerned with the assurance that the project includes all the work required, and only the work required, to complete the project successfully. In addition, both are concerned with the inclusion in the project of the processes required to ensure that the project will satisfy the needs for which it is undertaken. Hence, project quality and process quality are united with change control through project scope and quality management.

This 16 hour course provides accepted and proven principles and techniques for the management of scope and quality in projects to ensure project success in terms of schedule, cost, quality, and stakeholder satisfaction.

Project Schedule and Cost Management \$595

CPEBUS-245-001 M W 3/12 - 3/21/12 6:00 PM – 10:00 PM

Schedule and budget analysis and control have long been significant elements of project management. Indeed, the identification of project status depends on schedule and budget elements in addition to elements of adherence to specifications. However, both schedule and budget elements have traditionally been regulated to functions not directly involved with the day-to-day performance activities of projects. Hence, many project personnel and managers today do not have the basic understanding of schedule and budget development, analysis, and control necessary to adequately carry out the responsibilities of modern project management.

This 16 hour course covers the processes and techniques necessary to ensure timely completion of projects within approved budgetary constraints. Note: please bring a calculator to this course.

Project Risk and Contract Management \$595

CPEBUS-246-001 M W 4/02 - 4/11/12 6:00 PM – 10:00 PM

Risk is the project manager's inescapable partner. In addition to living with risk, a project manager – and project personnel – must be able to work effectively with contracting managers, purchasing professionals, and subcontractors to accomplish key objectives. More and more in today's environment, modern project management requires project personnel to have a working knowledge of the management of risk and the intricacies of contract and procurement management in order to control and direct the project to success.

This intensive 16 hour course provides the basics of risk management and contract/ procurement management as they apply to modern project management.

Project Human Resource and Communications Management

CPEBUS-247-001 M W 4/23 - 5/5/12 6:00 PM – 10:00 PM

Project human resource management addresses the processes and functions needed to make the most effective use of people involved with projects, while project communications management addresses the need to ensure timely and appropriate development and dissemination of information. Each is inherently connected and reliant on the other in today's project environment. Both are concerned with the assur-

ance that the project includes the right people and that the people have the right information at the right time. In addition, both are concerned with the inclusion in the project of the processes required to ensure that the project will satisfy the needs for which it is undertaken.

This 16 hour course provides accepted and proven principles and techniques for the management of human resources and communications in projects to assure project success in terms of schedule, cost, quality and stakeholder satisfaction.

Project Management Professional (PMP) Examination Preparation* \$595

CPEBUS-248-001 M W 5/14 - 5/23/12 6:00 PM – 10:00 PM

This 16 hour program provides an intensive review of the subject matter tested on the Project Management Institute's Project Management Professional (PMP) examination. You will improve your test-taking skills by completing a sample examination of 200 questions and by discussing the rationale behind both correct and incorrect answers. The program is specifically designed to maximize the probability that you will succeed in passing the examination the first time you take it. Each student will receive handout material, the sample examination questions, and a copy of the Project Management Institute's A Guide to the Project Management Body of Knowledge.

* Course is not required for the Masters Certificate in Project Management

IT Project Management* \$595

CPEBUS-249-001 M W 6/04 - 6/13/12 6:00 PM – 10:00 PM

While all generally accepted practices in modern project management apply to information technology (IT) projects, due to the sometimes intangible aspects of IT there are specific considerations that should be addressed in IT plans to ensure success. Critical among these considerations are the expectations and needs of end users, specific rights and responsibilities of stakeholders, various project development life cycles for specific types of IT projects, and key success factors that have been proven through research and practice throughout the history of the information technology industry.

This 16 hour course provides accepted and proven principles and techniques for the management of IT projects by addressing stakeholder expectations and key success factors necessary to ensure project success.

* Course is not required for the Masters Certificate in Project Management

Managing Multiple Projects* \$595

CPEBUS-251-001 M W 4/02 - 4/11/12 6:00 PM – 10:00 PM

Normally the study of project management focuses on managing a single project. In reality, most project managers and practitioners are involved with multiple projects in today's business environment. Most available material on managing programs of multiple projects focuses on time management and priority setting. These are vital skills; however, they are not the only skills needed to effectively manage multiple projects. There are strategies for multiple projects that go beyond time management and priority setting. These strategies entail adapting normal single-project management skills to the multiple-project or program environment.

This 16 hour course will identify and explore these strategies and provide tools, techniques, and methodologies to effectively deal with-

and manage multiple projects.

* Course is not required for the Masters Certificate in Project Management

Turning Around Problem Projects* \$595

CPEBUS-252-001 M W 4/25 - 5/07/12 6:00 PM – 10:00 PM

Project managers and executives do not like to talk about problem projects; however, the reality is that they do exist. Much time and effort is spent on the development and implementation of project manage-

ment best practices to ensure that projects are completed successfully. However, from time to time we are faced with events that result in a troubled or problem project that is jeopardized with regard to our anticipated criteria used to define success.

This 16 hour course prepares you to be able to identify and assess issues that result in problem projects and implement recovery techniques to turn the project around for successful completion.

* Course is not required for the Masters Certificate in Project Management



Online Information Technology Courses

www.csc.edu/workforce/online

Advanced CompTIA A+ Certification Prep \$149

Finish your CompTIA A+ Certification Prep by learning how to select, install and service video, sound and portable computers and how to network, secure and troubleshoot.

Advanced PC Security \$99

Use ethical hacking techniques to locate and close security holes in your own network.

Basic CompTIA A+ Certification Prep \$149

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real-world PC environment.

CompTIA Security+ Certification Prep \$149

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA Network+ Certification Prep \$149

Prepare to take and pass the CompTIA Network+ exam and begin a career as a network tech.

Intermediate C# Programming \$99

Learn to write graphical user interface programs in the C# programming language.

Intermediate CompTIA A+ Certification Prep \$149

Take the second step toward becoming a CompTIA A+ certified technician by going inside the PC to install and configure drives and then diving into the Windows operating system.

Intermediate Java Programming \$99

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

Intermediate Networking \$99

Gain practical experience in a hot new career field. Topics include VPNs, security and Internet connectivity.

Intermediate PHP and MySQL \$99

Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.

Intermediate SQL \$99

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.

Intermediate Visual Basic 2008 \$99

Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.

Introduction to Ajax Programming \$99

Learn Ajax programming and discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP and more) to create web applications with desktop-like performance.

Introduction to Alice 2.0 Programming \$99

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

Introduction to ASP.NET \$99

Learn how to create powerful, interactive, community-based web sites with ASP.NET.

Introduction to C# Programming \$99

Learn the fundamentals of computer programming with the new C# programming language.



Introduction to C++ Programming \$99

Learn to program in C++, even if you have no prior programming experience.

Introduction to Database Development \$99

An experienced professional guides you through a structured approach to database design and development.

Introduction to Java Programming \$99

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Networking \$99

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Introduction to PC Security \$99

A security expert teaches the fundamentals of PC and network security.

Introduction to PC Troubleshooting \$99

Learn to decipher and solve almost any problem with your PC.

Introduction to Perl Programming \$99

Learn a programming skill that will make you a more valuable web developer or system administrator.

Introduction to PHP and MySQL \$99

Learn how to create dynamic, interactive web sites using PHP and a MySQL database server.

Introduction to Programming \$99

Take your first steps toward a career as a computer programmer as you master basic programming concepts and gets hands-on practice in writing applications containing GUIs, sound, and graphics.

Introduction to Python 2.5 Programming \$99

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

Introduction to Ruby Programming \$99

Learn how to create a dynamic blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to SQL \$99

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Visual Basic 2008 \$99

Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

Wireless Networking \$99

An industry expert shows you how wireless networking works, as well as how to plan, deploy and connect to wireless networks.



Advanced Website Strategies \$195

3/5 - 3/30/12 Last day to register: 3/8/12

One-month instructor led

You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it?

Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it. In one month, you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

Instructor: Michael Weiss

Creating Cell Phone Apps for your Business \$245

3/5 - 3/30/12 Last day to register: 3/8/12

One-month instructor led

Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a Smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses.

In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market Smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how Smartphone applications can be inexpen-

sively built, and also for technical users who want to understand to how quickly deploy smartphone applications.

Instructors: Dan Belhassen and Susan Hurrell

Cyber Security

\$245

3/5 - 3/30/12 Last day to register: 3/8/12

One-month instructor led

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

At the end of this course, you will have the knowledge needed to

practice safer computing and safeguard your business and work information.

Instructor: Ken Pfeil

Designing Successful Webinars \$195

3/5 - 3/30/12 Last day to register: 3/8/12

One-month instructor led

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more.

The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Instructor: William Draves



Certifications

Administrative Assistant with MCAS Office

\$2,595

Many types of offices require the skilled work of a trained office administrative assistant. Administrative assistant duties can vary by office, but most often, an administrative assistant, is someone who helps to keep an office well organized and managed. Whether you want to organize your home office, enhance your current skills, or start toward an exciting new career, this administrative assistant course is for you! An administrative assistant job description can vary, but overall, our course can help you better understand the skills needed to become a qualified administrative assistant. The core Microsoft Office Specialist Certification Program credential has been upgraded to validate skills with the 2007 Microsoft Office system as well as the new Windows Vista operating system. The Application Specialist certification targets Information Workers and covers the most popular Microsoft Office applications such as Word 2007, PowerPoint 2007, Excel 2007, and Outlook 2007. To earn MCAS certification you need to pass one of the five exams avail-

able. After passing an individual exam, a person becomes an MCAS in the particular software application they took the exam in.
290 hours 12-month access Instructor supported

MCAS Office 2007

\$1,775

The core Microsoft Office Specialist Certification Program credential has been upgraded to validate skills with the 2007 Microsoft Office system as well as the new Windows Vista operating system. The Application Specialist certification targets Information Workers and covers the most popular Microsoft Office applications such as Word 2007, PowerPoint 2007, Excel 2007, and Outlook 2007. In order to achieve MCAS status, students must complete all courses associated with any given application and pass appropriate exam(s). To earn MCAS certification you need to pass one of the five exams available. After passing an individual exam, a person becomes an MCAS in the particular software application they took the exam in.

130 hours 12-month access Instructor supported

MOS Office 2010

\$1,775

The Microsoft Office Specialist (MOS) certification identifies specific skills covering the Microsoft Office 2010 products. This course covers: Microsoft Word 2010, Excel 2010, PowerPoint 2010, Access 2010, and



Outlook 2010. You must pass one certification exam to earn the MOS certification.

130 hours 12-month access Instructor supported

MOS Office 2010 (Book Included/ Software required) \$1,195

If you're looking for a way to get up to speed quickly on the newest version of Microsoft® Office, this course offers step-by-step instructions to make it easy. Office 2010 has new features and tools to master, and whether you're upgrading from an earlier version or encountering the Office applications for the first time, you'll appreciate this simplified approach.

130 hours 12-month access Instructor supported

(ISC) 2 CISSP and SSCP \$1,895

Developed and maintained by the International Information Systems Security Certification Consortium (ISC)2, CISSP is a premium, vendor-neutral certification that recognizes mastery of an international standard for information security and understanding of a Common Body of Knowledge (CBK). The CISSP course provides you with the knowledge and skills to pass the CISSP certification, after which you'll have the ability to manage, operate, develop and plan an effective network security infrastructure. Developed by the International Information Systems Security Certification Consortium (ISC)2, the Systems Security Certified Practitioner (SSCP) credential offers information security tacticians, with implementation orientations, the opportunity to demonstrate their level of competence with the seven domains of the compendium of best practices for information security.

80 hours 12-month access Instructor supported

A+ 2009, Network+ (ANY 2 Comp TIA) \$1,895

CompTIA A+ 2009 CompTIA A+ certification (2009 Edition) validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. CompTIA A+ certification (2009 Edition) confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The exams also cover domains such as security, safety and environmental issues and communication and professionalism. CompTIA Network+ Network+ is one of the five highly demanded computer industry certifications offered in the Information Technology Foundation Course series. This program is ideal for anyone wanting to start a career or advance their career in the IT industry. Network+ is a vendor neutral course that covers a broad range of introductory and more advanced topics across many crucial areas of computer networking that employers require in today's computer industry.

100 hours 12-month access Instructor supported

A+, Network+, CCNA \$2,995

CompTIA A+ 2009 CompTIA A+ certification (2009 Edition) validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware



and software vendors, distributors and resellers. CompTIA A+ certification (2009 Edition) confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The exams also cover domains such as security, safety and environmental issues and communication and professionalism.

170 hours 24-month access Instructor supported

A+, Network+, MSCE - 2 years \$3,695

CompTIA A+ 2009 CompTIA A+ certification (2009 Edition) validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. CompTIA A+ certification (2009 Edition) confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking.

380 hours 24-month access Instructor supported

A+, Network+, Security +, MSCE - 2 years \$3,895

Comitia A+ 2009 Comitia A+ certification (2009 Edition) validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. Comitia A+ certification (2009 Edition) confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The exams also cover domains such as security, safety and environmental issues and communication and professionalism. Comitia Network+ Network+ is one of the five highly demanded computer industry certifications offered in the Information Technology Foundation Course series. This program is ideal for anyone wanting to start a career or advance their career in the IT industry. Network+ is a vendor neutral course that covers a broad range of introductory and more advanced topics across many crucial areas of computer networking that employers require in today's computer industry. The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows® operating system and Microsoft Servers software. Learn to design, implement, maintain and support information systems in a wide range of computing environments using Microsoft's new Windows 2003 and other Server products. This course is designed for: Managers, IT consultants, analysts, network administrators, and support professionals tasked with managing a Windows 2003 network infrastructure; students preparing for certification in Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) programs.

440 hours 24-month access Instructor supported

A+/Net+/Security+ \$2,545

Comitia A+ 2009 Comitia A+ certification (2009 Edition) validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware



and software vendors, distributors and resellers. Comitia A+ certification (2009 Edition) confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The exams also cover domains such as security, safety and environmental issues and communication and professionalism. Comitia Network+ Network+ is one of the five highly demanded computer industry certifications offered in the Information Technology Foundation Course series. This program is ideal for anyone wanting to start a career or advance their career in the IT industry. Network+ is a vendor neutral course that covers a broad range of introductory and more advanced topics across many crucial areas of computer networking that employers require in today's computer industry. Comitia Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. The curriculum covers prevention of information technology theft and security of intellectual property as well as theory of security implementation and management. Industry and government employers have a growing need for skilled computer security professionals to combat hackers, decrease financial losses and secure valuable data.

160 hours 12-month access Instructor supported

CCDA (Cisco Certified Design Associate) \$1,525

The CCDA certification (Cisco Certified Design Associate) indicates a foundation or apprentice knowledge of network design for the Cisco Internetwork Infrastructure. CCDA certified professionals can design routed and switched network infrastructures involving LAN, WAN, and dial access services for businesses and organizations. Recommended prerequisites CCDA is the first certification in Cisco's Network Design certification track. To become a CCDA you only have to pass one Cisco exam: DESGN.

80 hours 12 month access Instructor Supported

CCDP (Cisco Certified Design Professional) \$2,485

The Cisco Certified Design Professional (CCDP) certification provides an in-depth knowledge of network design. With CCDP certification, a network professional can design routed and switched networks involving LAN, WAN and dial access services, apply modular design practices and ensure solutions respond optimally to the business and technical needs of an organization. Employer's worldwide search for Cisco certified network experts who can effectively utilize Cisco products. The CCDP gives you all the training you need to become one of these sought-after IT professionals. Recommended prerequisites: CCDP candidates must already have obtained Cisco Certified Design Associate (CCDA) and Cisco Certified Network Associate (CCNA) certification.

160 hours 12-month access Instructor supported

CCNA (Cisco Certified Network Associate) \$1,665

CCNA provides a comprehensive introduction to deploying Cisco routers in computer networks. Cisco routers are the industry standard devices that are used to connect computers in local area networks and the

internet. Students will learn to identify the major components of a computer system, to define basic computer and networking terminology, and to describe the benefits and functions of the OSI reference model. Students will gain the fundamental knowledge and skills needed to install, configure and troubleshoot Cisco routers. CCNA certified professionals are in great demand in the computer industry today. This course is designed for: Individuals who are new to networking concepts and terminology; individuals preparing to take the Interconnecting Cisco Network Devices (ICND) learning path; anyone preparing for the Introduction to Cisco Networking Technologies Cisco CCENT (Cisco Certified Entry Networking Technician) exam, the Interconnecting Cisco Network Devices (ICND) exam, or the Cisco Certified Network Associate (CCNA) exam Recommended prerequisites: A basic understanding of personal computing hardware configurations and of networking business drivers.

CCNP (Cisco Certified Network Professional) \$2,495

CCNP certification validates a network professional's ability to install, configure and troubleshoot converged local and wide area networks with 100 to 500 or more nodes. Network Professionals who achieve the CCNP have demonstrated the knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network. Recommended prerequisites: Skills in installing, configuring, and operating basic network infrastructures. Cisco Certified Network Associate (CCNA) knowledge is required.

100 hours 12 month access Instructor Supported

CCNA Security \$2,395

Cisco Certified Network Associate Security (CCNA™ Security) authenticates the associate-level knowledge and skills that are required to troubleshoot, monitor and secure Cisco networks. Those IT professionals with CCNA™ Security certifications can demonstrate the skills required to recognize threats and develop a security infrastructure. CCNA™ Security certified IT personnel can also maintain integrity and confidentiality as well as availability of data and services in the technologies Cisco utilizes in its security structure. Learn how a static packet filter allows or blocks data packets as they pass through a network interface. Become familiar with the different types and features of firewalls, including inspection, transparent and Cisco IOS firewalls function. Study cryptology, algorithms, ciphers and hashes and become an expert on what to do and exactly when. Defend against endpoint attacks and prevent hacking on VoIP networks. You'll master topics like router, switch, endpoint, SAN and VoIP security, ACLs, Cisco IOS IPS, cryptography, digital signatures and IPSec VPNs. CCNA is a prerequisite to Implementing Cisco IOS Network Security curriculum. Includes exam prep for the following exams 640-816, 640-822, 640-553.

100 hours 12 month access Instructor Supported

CCNA Wireless \$2,395

The Cisco Certified Network Associate Wireless certification (CCNA Wireless) is a specialized upgrade from the Cisco CCNA certification



CISCO CCNA, CCNP (cont'd)

that provides an entry-way into a wireless networking career. With the Cisco CCNA Wireless certification, you'll be skilled at supporting a basic wireless network on a Cisco WLAN in a SMB to enterprise network as well as configuring, monitoring and troubleshooting the basic tasks of a Cisco WLAN. CCNA is a prerequisite to Implement Cisco Unified Wireless Networking Essentials (IUWNE) curriculum. Include exam prep for the following exams 640-816, 640-822, 640-721.

100 hours 12-month access Instructor supported

CISCO CCNA, CCNP **\$3,995**

CCNA provides a comprehensive introduction to deploying Cisco routers in computer networks. Cisco routers are the industry standard devices that are used to connect computers in local area networks and the internet. Students will learn to identify the major components of a computer system, to define basic computer and networking terminology, and to describe the benefits and functions of the OSI reference model. Students will gain the fundamental knowledge and skills needed to install, configure and troubleshoot Cisco routers. CCNA certified professionals are in great demand in the computer industry today. This course is designed for: Individuals who are new to networking concepts and terminology; individuals preparing to take the Interconnecting Cisco Network Devices (ICND) learning path; anyone preparing for the Introduction to Cisco Networking Technologies Cisco CCENT (Cisco Certified Entry Networking Technician) exam, the Interconnecting Cisco Network Devices (ICND) exam, or the Cisco Certified Network Associate (CCNA) exam Recommended prerequisites: A basic understanding of personal computing hardware configurations and of networking business drivers. CCNP certification validates a network professional's ability to install, configure and troubleshoot converged local and wide area networks with 100 to 500 or more nodes. Network Professionals who achieve the CCNP have demonstrated the knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network. Recommended prerequisites: Skills in installing, configuring, and operating basic network infrastructures. Cisco Certified Network Associate (CCNA) knowledge is required.

230 hours 12-month access Instructor supported

Computer Forensics Certification **\$3,865**

This is not a "watered down" training course. Not like other courses, we tell you in detail what we cover during the course and what our experience and expertise is. We have a great training course, great material, experienced instructors and we truly want you to learn the material and to become good forensic examiners. We want you to compare and decide what is best for you. Our instructors are all Certified Forensic Computer Examiners or Certified Computer Examiners (CCE)® who are currently involved in computer forensic examinations. They will coach and tutor you through the practical exercises, your reports and through the test questions for each module. Our instructors are highly qualified, experienced and understand forensic examinations far beyond the material in this course. Your interaction with your instructor will nor-

mally be via email, but direct assistance is available. We truly want you to learn the material and to become a good forensic examiner.

150 hours 12-month access Instructors Supported

Ethical Hacker Certification CEH (self-study) **\$995**

EC Council's CEH: Certified Ethical Hacker certification training course enables the system administrator with critical information to identify, counter and stop or defend hackers from penetrating the corporate network. With this certification, you will begin to understand how a hacker thinks and what tactics they use to penetrate corporate networks. This allows system administrators to deploy proactive countermeasures and stay ahead of information security developments and exploited vulnerabilities. CEH certification training course will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. Certified Ethical Hacker or CEH is a vendor-neutral certification that explores the existence and the use of hacking tools and security systems across 22 topical domains. Within each domain, students are presented with several tools that a hacker can use, and which countermeasures are most effective.

40 hours 12-month access Self-paced

Checkpoint NG/NGX **\$1,885**

Learn online to become a Check Point Certified Security Administrator NG (CCSA NG) or NGX with Application Intelligence certification. CHECK POINT NG: Passing Exam #156-210.4 earns you the Check Point Certified Security Administrator NG (CCSA NG) with Application Intelligence certification. CCSA NG with Application Intelligence-Management I is a foundation course for Check Points flagship product, VPN-1/FireWall-1. This course covers configuring VPN-1/FireWall-1 and provides hands-on training managing a VPN-1/FireWall-1 installation. CHECK POINT CERTIFIED SECURITY ADMINISTRATOR (CCSA) NGX: Systems administrators, Security Managers, Network Engineers, people who want to obtain the Check Point Certified Security Administrator NGX certification and want to will learn to recognize the components and operation of the Check Point NGX three-tiered architecture, and to recognize how it is used to secure a network, and to perform stand-alone and distributed installations.

60 hours 12-month access Instructor supported

Comp TIA A+ 2009 Certification **\$995**

Comitia A+ certification (2009 Edition) validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. Comitia A+ certification (2009 Edition) confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The exams also cover domains such as security, safety and environmental issues and communication and professionalism. Comitia A+ certification (2009 Edition) ensures the right people have the right skills. While many of the essential skills are universal, there are additional skills required to support the needs of businesses. By offering certification options for specific job scenarios, Comitia A+ gives individuals the





ability to grow their careers in a certain area, and employers the flexibility to choose the exam combination that best fits their needs. 2009 version includes prep for exams 220-701, 220-702
50 hours 12-month access Instructor supported

Comp TIA Linux+ LXO-101 and LXO-102 **\$1,465**

This nationally recognized Linux+ online training certification course was developed by Comitia. The course measures vendor-neutral Linux knowledge and skills for an individual with at least six months practical experience (Network+ or A+ background). This online Linux+ Certification Training Preparation course will prepare students to take the Comitia Linux+ exam. Students taking this program will learn the fundamentals of the Linux operating system including how to configure Linux system services, how to manage a Linux system in a networked environment, and finally, how to manage the servers a Linux system provides.
70 hours 12-month access Self-paced

Comp TIA Network+ 2009 **\$965**

Network+ is one of the five highly demanded computer industry certifications offered in the Information Technology Foundation Course series. This program is ideal for anyone wanting to start a career or advance their career in the IT industry. Network+ is a vendor neutral course that covers a broad range of introductory and more advanced topics across many crucial areas of computer networking that employers require in today's computer industry. This course is designed for: individuals preparing for a career in the administration and support of computer networks across all platforms. Network+ topics include: Network Troubleshooting, TCP/IP, Network Operating Systems, Network Installation and Upgrading, Managing User Accounts and Passwords, Remote Access and Administration, and Fault Tolerance and Disaster Recovery. Recommended prerequisites: A basic understanding of computing and internetworking technologies; achievement of I-Net+ and A+ certification is recommended but not required; experience in network support or administration is desirable.

50 hours 12-month access Instructor supported

Comp TIA RFID Certification+ **\$2,195**

Frequency Identification Online (RFID ONLINE) is the first to market with a Comitia Authorized curriculum. This cost-effective and flexible training tool makes RFID now available to individuals and corporations around the world. RFID on the Web™ offers you comprehensive; flash animated information, detailed resources as well as interactive practice assessments which will prepare you for a successful implementation project and Comitia RFID+™ Certification. "The Comitia RFID+ certification promises to be one of the most sought after certifications in our portfolio", said John Senator, president and chief executive officer of Comitia.
70 hours 12-month access Instructor Supported

Comp TIA Security+ **\$950**

Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. The curriculum covers prevention of information technology

theft and security of intellectual property as well as theory of security implementation and management. Industry and government employers have a growing need for skilled computer security professionals to combat hackers, decrease financial losses and secure valuable data. This course is designed for: Network administrators, firewall administrators, system administrators, application developers, and IT security officers. Recommended prerequisites: Knowledge and skills equivalent of those tested for in the Comitia A+ and Network+ certification exams.
60 hours 12-month access Instructor supported

Comp TIA Server+ **\$925**

Complete training for the Comitia Server+ exam. Provides and skills and knowledge needed to plan, install, configure and maintain a variety of servers on any platform according to Industry Standard Server Architecture (ISSA). The Server Hardware Specialist focuses on complex activities and solving complex problems to ensure servers are functional and applications are available. This specialist is expected to have an in-depth understanding of the planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems. This specialist should know the interrelationships of all parts of the server system and understand the ramifications of their actions. This specialist performs independently 80% to 90% of the time, solves complex problems, and may seek assistance from systems support for particularly challenging issues
40 hours 12-month access Instructor supported

Electronic Systems Technician (EST) formerly DHTI+ **\$2,675**

The Home Electronics curriculum is designed to fulfill the growing requirement of trained professionals in the area of Home Technology Automation. The Home Technology Integration self-paced curriculum is designed to fulfill the growing requirement for trained professionals in the area of Home Technology. The program will address the core competencies required to install, integrate, and troubleshoot interconnected home subsystems, including entertainment, telecommunication, lighting, HVAC, water management, security, and access control systems. The curriculum explores the design approach, working principles, processes, and standards that apply to the Home Technology industry.
280 hours 12-month access Self-paced

Linux LPI Level 1 (Exam 101 and 102) **\$1,075**

The Linux LPI (Junior Level Administration) course is designed for students wishing to acquire the basic skills required as a Linux system administrator and provides you with the knowledge and skills to effectively do Basic System Administration on Linux LPI. Students must understand the OS terminology and be able to interact with the shell and commands via the command line interface.
70 hours 12-month access Self-paced





Linux LPI Level 2 (LPIC-2) \$1,325

The Linux LPIC 2 course provides you with the knowledge and skills to do more complex intermediate skills required as a Linux system administrator. Recommended prerequisites: General knowledge of computers and computer operating systems ideally encompassing UNIX knowledge because of the similarity to Linux is recommended to begin the Linux LPI course.

40 hours 12-month access Self-paced

Linux LPI Level 1 and LPI Level 2 \$2,125

The Linux LPI (Junior Level Administration) course is designed for students wishing to acquire the basic skills required as a Linux system administrator and provides you with the knowledge and skills to effectively do Basic System Administration on Linux LPI. Students must understand the OS terminology and be able to interact with the shell and commands via the command line interface. The Linux LPIC 2 course provides you with the knowledge and skills to do more complex intermediate skills required as a Linux system administrator. Recommended prerequisites: General knowledge of computers and computer operating systems ideally encompassing UNIX knowledge because of the similarity to Linux is recommended to begin the Linux LPI course

110 hours 12-month access Self-paced

MCAS - Microsoft Certified Applications Specialist \$1,665

Microsoft Certified Application Specialist Series The core Microsoft Office Specialist Certification Program credential has been upgraded to validate skills with the 2007 Microsoft Office system as well as the new Windows Vista operating system. The Application Specialist certification targets Information Workers and covers the most popular Microsoft Office applications such as Word 2007, PowerPoint 2007, Excel 2007, and Outlook 2007. To earn MCAS certification you need to pass one of the five exams available. After passing an individual exam, a person becomes an MCAS in the particular software application they took the exam in.

130 hours 12-month access Instructor supported

MCDBA 2003 with SQL 2000 \$2,695

The Microsoft Certified Database Administrator (MCDBA) 2003 on Microsoft SQL 2000 credential is the premier certification for professionals who implement and administer Microsoft SQL Server™ databases. This program will train and prepare students to sit for the official Microsoft MCDBA certification. The certification is appropriate for individuals who derive physical database designs, develop logical data models, create physical databases, create data services by using Transact-SQL, manage and maintain databases, configure and manage security, monitor and optimize databases, and install and configure SQL Server. The MCDBA 2003 on SQL 2000 Certification is appropriate for database administrators, database analysts or database developers. By earning the premier MCDBA 2003 on SQL 2000 credential, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of SQL

Server databases. (Exams are Retired)
150 hours 12-month access Instructor supported

MCDST (Microsoft Desktop Support Technician) \$1,895

The Microsoft Certified Desktop Support Technician credential is the premier certification for IT professionals who support end users and troubleshoot desktop environments running on the Microsoft Windows operating system. This online certification preparation program will prepare students to sit for the national certification exam to become a Microsoft Certified Desktop Support Technician. MCDSTs are employed as Help Desk Technicians, Customer Support Representatives, PC Support Specialists, Technical Support Representative, Technical Support Specialist, among others! MCDSTs are not expected to possess network administration skills.

50 hours 12-month access Instructor supported

MCITP Enterprise Administrator \$2,795

(MCITP) Certification is the leading credential for Windows Server 2008. It provides a widely recognized validation of the ability to perform critical and current IT job roles by using Microsoft technologies to their best advantage. Enterprise administrators are recognized as leaders in Windows infrastructure design. Earning the MCITP Enterprise Administrator certification, distinguishes you as an IT professional committed to excellence in working with Windows Server 2008. Preparation for the following exams: #70-620, #70-640, #70-642, #70-643, #70-680, #70-646

150 hours 12-month access Instructor supported

MCITP Database Administrator \$2,295

Take your skills to the next level as a Microsoft Certified IT Professional (MCITP) Database Administrator. This 3 course-training program will effectively prepare you to implement and administer Microsoft SQL Server 2005 databases. Microsoft Certified IT Professional: Database Administrator (MCITP: Database Administrator) is the premier certification for database server administrators. This certification demonstrates that you can keep up with your enterprise business solutions 24 hours a day, 7 days a week. Database administrators install or configure Microsoft SQL Server and manage or maintain databases or multidimensional databases, user accounts, database availability, recovery, and reporting. They also design or implement security or server automation and monitor and troubleshoot SQL Server activity. Database administrators are typically employed by mid-size to large organizations. Microsoft Skills Assessments for Microsoft SQL Server 2005 help database administrators focus their exam preparation training and find learning resources. Preparation for the following exams: #70-431, #70-443, #70-444.

110 hours 12-month access Instructor supported

MCITP Server Administrator \$2,295

The Microsoft Certified IT Professional (MCITP) Certification is the leading credential for Windows Server 2008. It provides a widely recognized validation of the ability to perform critical and current IT job roles by using Microsoft technologies to their best advantage. Server Admin-





istrators are recognized as leaders in Windows infrastructure design. Earning the MCITP Server Administrator certification, distinguishes you as an IT professional committed to excellence in working with Windows Server 2008. To earn this certification, you must pass three exams: two Microsoft Certified Technology Specialist (MCTS) prerequisite exams and one Professional Series exam. Exam 70-640, 70-642, 70-646
110 hours 12-month access Instructor supported

MCITP Database Developer \$2,295

Take your skills to the next level as a Microsoft Certified IT Professional (MCITP) Database Developer. This 3 course-training program will effectively prepare you to implement and develop Microsoft SQL Server 2005 databases. Database developers design and implement relational database models (logical and physical) and database storage objects. They also program servers by using user-defined functions, triggers, stored procedures, Transact-SQL, or the CLR. They retrieve or modify data by using SQL queries or tune and optimize queries. Preparation for the following exams: #70-431, #70-441, #70-442.
110 hours 12-month access Instructor supported

MCSA 2003 \$2,295

Microsoft Certified Systems Administrator 2003 (MCSA 2003) certificate program is designed to provide the students the skills needed to acquire entry-level employment in the field of network administration. The emphasis is on hands-on network administration and is supported by relevant theory. The students focus on communication, study, and self-learning skills in addition to the technical skills that make up the core of the program. Students receive instruction that provides preparation foundation for the MCSA series of exams. Graduates of the program can seek successful employment as computer technicians; systems support specialists, or network administrators.
160 hours 12-month access Instructor supported

MCSA, MCDBA - 2 years \$3,299

Microsoft Certified Systems Administrator 2003 (MCSA 2003) certificate program is designed to provide the students the skills needed to acquire entry-level employment in the field of network administration. The emphasis is on hands-on network administration and is supported by relevant theory. The students focus on communication, study, and self-learning skills in addition to the technical skills that make up the core of the program. Students receive instruction that provides preparation foundation for the MCSA series of exams. Graduates of the program can seek successful employment as computer technicians; systems support specialists, or network administrators. The Microsoft Certified Database Administrator (MCDBA) 2003 on Microsoft SQL 2000 credential is the premier certification for professionals who implement and administer Microsoft SQL Server™ databases. This program will train and prepare students to sit for the official Microsoft MCDBA certification. The certification is appropriate for individuals who derive physical database designs, develop logical data models, create physical databases, create data services by using Transact-SQL, manage and maintain databases, configure and manage security, monitor and optimize databases, and install and configure SQL Server. The MCDBA 2003 on SQL 2000 Certification is appropriate for database administra-

tors, database analysts or database developers. By earning the premier MCDBA 2003 on SQL 2000 credential, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of SQL Server databases. (Exams are Retired)
330 hours 24-month access Instructor supported

MCSD for .NET (Microsoft Certified Solutions Developer) \$2,745

Microsoft Certified Solution Developer (MCSD) for Microsoft .NET candidates are required to pass four core exams and one elective exam. The core exams provide a valid and reliable measure of technical proficiency and expertise in developing and maintaining enterprise applications that are based on Microsoft development tools, technologies, and platforms on the Microsoft .NET Framework 1.0 and Microsoft .NET Framework 1.1. The elective exam provides proof of expertise on a specific Microsoft server product. Recommended prerequisites: An MCSD for Microsoft .NET candidate should have two years of experience developing and maintaining solutions and applications. (Exams Retired but courses still available)
600 hours 12-month access Instructor supported

MCSE for Windows 2003 \$2,795

The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows® operating system and Microsoft Servers software. Learn to design, implement, maintain and support information systems in a wide range of computing environments using Microsoft's new Windows 2003 and other Server products. This course is designed for: Managers, IT consultants, analysts, network administrators, and support professionals tasked with managing a Windows 2003 network infrastructure; students preparing for certification in Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) programs. Recommended prerequisites: Comitia A+ certification or equivalent knowledge and skills; Network+ certification or equivalent knowledge and skills; a good working knowledge of TCP/IP, Internet technologies, internetworking, computer hardware components, and networking concepts.
280 hours 12-month access Instructor supported

MCITP Enterprise Desktop Admin 7 \$2,345

The MCITP: Enterprise Desktop Administrator 7 validates an IT Professional's ability to deploy desktop applications and operating systems and manage the client life cycle. MCITP Enterprise Desktop Administrator 7 builds on the technical proficiency needed to become certified as an MCTS (Microsoft Certified Technology Specialist). IT Professionals will therefore earn one or more MCTS certifications as they earn an MCITP certification. Preparation for the following exams: #70-680, #70-686.
80 hours 12-month access Instructor supported



MCTS Technology Specialist .NET Framework 3.5 **\$2,795**

Developers who hold the Microsoft Certified Technology Specialist: .NET Framework 3.5 Windows Applications certification enable professionals to target specific technologies and to distinguish themselves by demonstrating in-depth knowledge and expertise in the various Microsoft specialized technologies. Preparation for the following exams: #70-503, #70-505, #70-504, #70-536, #70-562 VB.NET or C.NET
200 hours 12-month access Instructor Supported

MCTS 2007 - Microsoft Certified Technology Specialist **\$2,795**

The Microsoft Certified Technology Specialist (MCTS) certifications enable professionals to target specific technologies and to distinguish themselves by demonstrating in-depth knowledge and expertise in their specialized technologies. Microsoft Certified Technology Specialists are consistently capable of implementing, building, troubleshooting, and debugging a particular Microsoft technology. This course series includes training Configuring Microsoft Exchange Server 2007, Microsoft Window Vista Clients, Microsoft SharePoint Portal Server 2007, Windows SharePoint Services 3.0, Microsoft Office Project 2007. Preparation for the following exams: #70-236, #70-620, #70-630, #70-631, #70-632.
140 hours 12-month access Instructor supported

Microsoft MCTS Certification for SQL 2008 **\$2,795**

Microsoft Certified Technology Specialist (MCTS): SQL Server 2008 implement and maintain databases using specific instructions and specifications. They have thorough knowledge of the product, understand how to use the tools and Transact-SQL language, and know how to explore the user interface. Technology Specialists typically pursue careers as database administrators, database developers, or business intelligence developers. They may also be developers and systems administrators who do not work with SQL Server daily but who want to show their breadth of technology experience. 3 courses Preparation for the following exams: #70-432, #70-433, #70-448.
100 hours 12-month access Instructor supported

MCTS Technology Specialist: .NET Framework 2.0 **\$2,795**

Developers who hold the Microsoft Certified Technology Specialist: .NET Framework 2.0 Windows Applications certifications have demonstrated breadth and depth of skills and knowledge of Windows Forms technology, in addition to expertise in data access in Microsoft Windows applications. Preparation for the following exams: #70-536, #70-528, #70-526 and #70-529 for VB.NET or C.NET.
170 hours 12-month access Instructor supported

Network+, CCNA **\$2,295**

Comitia Network+ Network+ is one of the five highly demanded computer industry certifications offered in the Information Technology Foundation Course series. This program is ideal for anyone wanting to



start a career or advance their career in the IT industry. Network+ is a vendor neutral course that covers a broad range of introductory and more advanced topics across many crucial areas of computer networking that employers require in today's computer industry. CCNA provides a comprehensive introduction to deploying Cisco routers in computer networks. Cisco routers are the industry standard devices that are used to connect computers in local area networks and the internet. Students will learn to identify the major components of a computer system, to define basic computer and networking terminology, and to describe the benefits and functions of the OSI reference model. Students will gain the fundamental knowledge and skills needed to install, configure and troubleshoot Cisco routers. CCNA certified professionals are in great demand in the computer industry today. This course is designed for: Individuals who are new to networking concepts and terminology; individuals preparing to take the Interconnecting Cisco Network Devices (ICND) learning path; anyone preparing for the Introduction to Cisco Networking Technologies Cisco CCENT (Cisco Certified Entry Networking Technician) exam, the Interconnecting Cisco Network Devices (ICND) exam, or the Cisco Certified Network Associate (CCNA) exam Recommended prerequisites: A basic understanding of personal computing hardware configurations and of networking business drivers.
120 hours 12-month access Instructor supported

Network+, Security+, CCNA - 2 years **\$3,495**

CompTIA Network+ Network+ is one of the five highly demanded computer industry certifications offered in the Information Technology Foundation Course series. This program is ideal for anyone wanting to start a career or advance their career in the IT industry. Network+ is a vendor neutral course that covers a broad range of introductory and more advanced topics across many crucial areas of computer networking that employers require in today's computer industry. CompTIA Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. The curriculum covers prevention of information technology theft and security of intellectual property as well as theory of security implementation and management. Industry and government employers have a growing need for skilled computer security professionals to combat hackers, decrease financial losses and secure valuable data. CCNA provides a comprehensive introduction to deploying Cisco routers in computer networks. Cisco routers are the industry standard devices that are used to connect computers in local area networks and the internet. Students will learn to identify the major components of a computer system, to define basic computer and networking terminology, and to describe the benefits and functions of the OSI reference model.
180 hours 24-month access Instructor supported

Oracle 10g Certified Database Associate (OCA) **\$2,595**

Oracle certifications are tangible, industry-recognized credentials that can help you succeed in your IT career and provide measurable benefits to your employer. Oracle certifications are a reliable validation of training and experience that can accelerate your professional development,



improve your productivity, and enhance your credibility. The Oracle 10g Training Certification course provides you with the knowledge and skills to effectively design and manage an Oracle10g database management system. Preparation for the following exams 1Z0-042, 1Z0-043.

150 hours 12-month access Instructor supported

Oracle 11g Administrator Professional (OCP) \$2,595

Oracle 11g certifications are a credible validation of training and experience that can accelerate your professional career, improve your productivity, and enhance your resume. An Oracle Professional Certification demonstrates that you have a solid understanding of a job role and the Oracle products used in that role. Being an Oracle Certified Professional can help raise your visibility and increase your access to the industry's most challenging opportunities. Oracle certifications are tangible, industry-recognized credentials that can help you succeed in your IT career and provide measurable benefits to your employer. Industry Analysts and Experts agree, Oracle Certifications are among the most sought after badges of credibility for expertise in the Information Technology marketplace. IT professionals can differentiate themselves from their peers or competition and gain valuable job security by earning an Oracle Professional Certification. Preparation for the following exams 1Z0-051, 1Z0-052, 1Z0-053

80 hours 12-month access Instructor supported

Oracle 9i Certified Database Associate (OCA) \$1,725

Oracle certifications are tangible, industry-recognized credentials that can help you succeed in your IT career and provide measurable benefits to your employer. Oracle certifications are a reliable validation of training and experience that can accelerate your professional development, improve your productivity, and enhance your credibility. Oracle DBAs manage the industry's most advanced information systems and command some of the highest salaries. Obtaining this credential is your first step towards success as an Oracle professional. The Oracle 9i OCA has a firm foundation in the basic skills Oracle database administration. Preparation for the following exams 1Z0-007, 1Z0-031, 1Z0-032, 1Z0-033.

180 hours 12-month access Instructor supported

Oracle DBA Training OCA and OCP (9i and 10g) Certificate - 2 years \$3,495

Oracle certifications are tangible, industry-recognized credentials that can help you succeed in your IT career and provide measurable benefits to your employer. Oracle certifications are a reliable validation of training and experience that can accelerate your professional development, improve your productivity, and enhance your credibility. Oracle DBAs manage the industry's most advanced information systems and command some of the highest salaries. Obtaining this credential is your first step towards success as an Oracle professional. The Oracle 9i OCA has a firm foundation in the basic skills Oracle database administration. Preparation for the following exams 1Z0-007, 1Z0-031, 1Z0-032, 1Z0-



033. Oracle certifications are tangible, industry-recognized credentials that can help you succeed in your IT career and provide measurable benefits to your employer. Oracle certifications are a reliable validation of training and experience that can accelerate your professional development, improve your productivity, and enhance your credibility. The Oracle 10g Training Certification course provides you with the knowledge and skills to effectively design and manage an Oracle10g database management system. Preparation for the following exams 1Z0-042, 1Z0-043.

330 hours 24-month access Instructor supported

SANS GIAC Security Essentials Certification (GSEC) \$1,595

Security Professionals that want to fill the gaps in their understanding of technical information security and demonstrate they are qualified for hands on roles with IT systems with respect to security tasks. This is also appropriate for hands on, technically oriented managers that want to understand information security beyond simple terminology and concepts; anyone new to information security with some background in information systems and networking. GIAC Security Essentials Certification graduates have been taught the knowledge, skills and abilities required to incorporate good information security practice in any organization. The GSEC tests the essential knowledge and skills required of any individual with security responsibilities within an organization.

90 hours 12-month access Instructor supported

Sun Microsystems Solaris 9: Basic System Admin I and II \$1,945

Solaris 9 Exam I course provides information about the essential tasks of standalone installation, file system management, backup procedures, process control, user administration, and device management. Learners enrolled in this course will gain the necessary knowledge and skills to perform these essential system administration tasks in the Solaris 9 Operating Environment. Solaris 9 Exam II course provides students with the skills necessary to administer Sun systems running Solaris 9 in a network environment. Learners will gain the knowledge necessary to maintain Sun systems, configure and troubleshoot the Network File System (NFS), and configure the Network Information Service (NIS) environment. 40 to 80 hours depending on knowledge and skill level.

80 hours 12-month access Instructor supported

4 Cert: Network+, Security+, MCSE, CCNA - 2 years \$3,895

CompTIA Network+ is one of the five highly demanded computer industry certifications offered in the Information Technology Foundation Course series. This program is ideal for anyone wanting to start a career or advance their career in the IT Industry. Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows® operating system and Microsoft Servers software.



Learn how to prevent Internet attacks and maintain a secure computing environment while you earn the Microsoft Certified System Engineer: CCNA provides a comprehensive introduction to deploying Cisco routers in computer networks. Cisco routers are the industry standard devices that are used to connect computers in local area networks and the internet. Students will learn to identify the major components of a computer system, to define basic computer and networking terminology, and to describe the benefits and functions of the OSI reference model. Students will gain the fundamental knowledge and skills needed to install, configure and troubleshoot Cisco routers.

460 hours 24-month access Instructor supported

5 Cert: A+, Net+, CCNA, Security+ and MCDST or MCSE - 2 years \$3,995

This entry-level program is designed to prepare students for the CompTIA A+ Certification with IT Technician designation. This credential validates the latest skills needed by today's Computer Support Professionals and is the skills benchmark that provides an entry point into an IT career. It is highly recognized for excellence in computer hardware and operating systems covering skills such as installing, upgrading, building, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventative maintenance, with additional elements of professionalism and communication and security.

510 hours 24-month access Instructor supported

SharePoint Certificate #70-630 #70-631 \$2,245

Included two courses: Exam 70-631: TS: Configuring Windows SharePoint Services 3.0 - This course provides students with the knowledge to deploy, configure network infrastructure, configure security, administer, monitor and do advanced customization in Windows SharePoint Services 3.0. Exam 70-632: TS: Microsoft Office Project 2007, Managing Projects - This course provides students with the knowledge to initiate projects, plan projects, execute projects, monitor and control projects as well as how to manage project professional and PWA environments.

60 hours 12-month access Instructor supported

CIW Web Foundations \$1,345

CIW have certified their knowledge and skills in a specific IT discipline. This mid-level CIW job-role certification validates the certificate's knowledge in foundational IT skills as well as more advanced skills in a job role of choice. CIW certifications are best suited to individuals who are now performing jobs or pursuing careers in mid-level technical positions.

90 hours Unlimited access Self-paced

CIW Web Design Specialist CS5 \$2,745

The Web Design Specialist course (formerly titled Design Methodology and Technology) teaches you how to design and publish Web sites. General topics include Web Site Development Essentials (such as the site development process, customer expectations, and ethical and legal issues in Web development), Web Design Elements (such as aesthetics, the site user's experience, navigation, usability and accessibility), Basic

Web Technologies (such as basic Hypertext Markup Language [HTML], Extensible HTML [XHTML] and extended technologies, image files, GUI site development applications, site publishing and maintenance) and Advanced Web Technologies.

200 hours 12-month access Instructor supported

CIW Web Development Professional \$1,825

CIW Professionals have certified their knowledge and skills in a specific IT discipline. This mid-level CIW job-role certification validates the certificate's knowledge in foundational IT skills as well as more advanced skills in a job role of choice. CIW Professional certifications are best suited to individuals who are now performing jobs or pursuing careers in mid-level technical positions. Included exam prep for Associate Foundations v5 Exam 1D0-510, Site Designer v5 Exam 1D0-520 and Security Professional Exam 1D0-470

96 hours 6-month access Instructor supported

Solid Works CSWA/CSWP Certification Prep \$1,825

SolidWorks is a 3D mechanical CAD (computer-aided design) program. SolidWorks provides engineers, designers and other creative professionals with the tools they need to design the world's greatest products. SolidWorks offers the best tools for designing products of all kinds—from robots to solar-powered vehicles. This is the ultimate SolidWorks training solution; SolidWorks Premium training bundle contains courses and assessments from the SolidWorks software. Includes: 3d Skills, Core Concepts, Drawings, Advanced Parts, Advanced Assemblies, Sheet Metal, Routing, Simulation and CSWA/CSWP exam Prep Course

120 hours 12-month access Self-paced

Sun Certified Java Programmer SE 5.0/6.0 \$2,695

Sun's certification program in Java technology is an industry recognized, worldwide program that focuses on critical job roles in software application development and enterprise architecture. Sun's philosophy is that certification is central to the learning process as it provides validation of skill sets for specific job roles. Sun certification also offers a natural progression to support your career goals. Being a Sun Certified Associate verifies that you have the knowledge to enter into a career in application development or software project management using Java technology. The training builds a foundation set of skills, which can then be validated by becoming a Sun Certified Programmer. Includes exam prep for SE 5.0 CX-310-055 and SE 6.0 CX-310-065

100 hours 12-month access Instructor supported





Certificates

Microsoft Office Specialist 2003 Expert \$655

Office 2003 computer training offers you the fastest and easiest way to learn MS Office 2003 applications, including: Word, Excel, Access, PowerPoint, and Outlook. This course also follows the curriculum for the Microsoft Office Specialist exams.

135 hours 12-month access Instructor supported

Microsoft Office Specialist XP Expert \$655

To earn a Microsoft Office 2002 (XP) Specialist (MOS) certification you must pass one or more certification exams. Our MOS certification provides a valid and reliable measure of technical proficiency and expertise by showing your overall comprehension of Microsoft Office 2002 (XP) programs and your ability to use advanced features. CBT Direct offers the following Microsoft Office 2002 (XP) editions: Excel 2002 (XP), Word 2002 (XP), Outlook 2002 (XP), PowerPoint 2002 (XP) and Access 2002 (XP).

85 hours 12-month access Instructor supported

Adobe Photoshop Certificate \$795

Looking for a solid foundation in the industry standard graphics and image editor, Photoshop? Learn the basics and much more in this online program. If you are a graphic/web designer, digital artist or a photographer, with little or no working knowledge of Photoshop, or even if you are already familiar with Photoshop, this is the course for you! Take the plunge and sign up today to learn how to master the world's number one image editing software! A 30-day trial is available for download

64 hours 3-month access Instructor supported

Web Design and Development Certificate - Basic \$1,995

This five-course program will provide you with the skills to get an entry-level job developing and designing web sites. Courses: HTML/XHTML Introduction, Adobe Acrobat, Dreamweaver Introduction, Flash Introduction, Dreamweaver Advanced. Books included. A 30-day trial is available for download

160 hours 6-month access Instructor supported

Web Design and Development Certificate - Advanced \$1,995

Learn advanced web design skills in this five course program. As a student, you'll master the software programs that every web designer needs to know: C++, Flash ActionScript, JavaScript and ColdFusion. You'll learn how to create digital images and animations, and build standards-compliant Web sites or Web editing programs. Books included. A 30-day trial is available for download

160 hours 6-month access Instructor supported

AutoCAD Certificate - Online \$2,445

This CAD Certificate program provides training in all aspects of Computer Aided Drafting and Design with the latest versions of AutoCAD. It is invaluable for architects, engineers, interior designers and all others involved in the production of technical drawings. Upon successful completion of this complete AutoCAD training program you will have the knowledge to set up and produce detailed technical drawings in either a two-dimensional or three-dimensional environment. This complete AutoCAD training program including basic and advanced 2D technical drawings, 3D modeling, rendering and customization.

256 hours 12 month access Instructor Supported

ColdFusion Foundations Certificate \$825

ColdFusion is a powerful server-side scripting language that allows users to interact with databases to produce dynamic pages. ColdFusion is a tag-based language and very easy to learn to use but also a powerful programming environment. At the end of this class, students will be able to create pages that display a requested set of records from the database. Students will be able to create forms that allow users to add, edit or delete records from the database, create data-driven applications using application, client and session variables, improve the processing of their data-driven web sites by creating user-defined functions and reusable components and include dynamic graphs from their database in their web applications. Book included. A 30-day trial is available for download

64 hours 3-month access Instructor supported

Digital Art Certificate \$1,695

Using Illustrator, Adobe Photoshop, Adobe Flash and InDesign software train for a new career in digital art. Designers may produce promotional displays and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems for businesses or government. In addition a growing number of graphic designers are developing material for web pages, computer interfaces, and multimedia projects. Designers who are skilled in using digital art to create interactive websites, computer games and educational resources will find their talents in demand in coming years. Instructor-led program with traditional start and end dates. Books included. A 30-day trial is available for download

128 hours 12-month access Instructor supported

Dreamweaver Foundations Certificate \$765

Students will be able to create and manage web sites using Macromedia Dreamweaver, insert pictures, Flash text and buttons into web pages, use Cascading Style Sheets to format web pages, use frames, layers and tables for designing layout for pages, manage sites using Dreamweaver's site management tools, build data-driven websites using Dreamweaver. The course starts with a review of building static websites using HTML, CSS, and templates. Students will configure their Dreamweaver sites to be ready to build a dynamic web site, use PHP, ASP or ColdFusion to build their dynamic sites. Using the Dreamweaver



Flash ActionScript Certificate (cont'd)

tools, students will build dynamic sites that include emailing form content, connecting to a database and displaying records from the database, and updating database information using forms. Book included. A 30-day trial is available for download
64 hours 3 month access Instructor Supported

Flash ActionScript Certificate **\$765**

ActionScript is the programming language that enables you to use Macromedia's popular Flash to create highly interactive multimedia-based Web sites, product demos, teaching materials, and more. If you're familiar with the logic of other programming languages, ActionScript will seem quite familiar. After you've learned the logic behind how scripting works, as well as the many things it allows you to create and do, chances are you'll wish you had started sooner. Creativity isn't reserved for artist and designers, after all; scripting is another form of creativity, and equally as rewarding. With a thorough knowledge of ActionScript, you can express yourself in many ways may never have imagined. Instructor-led program with traditional start and end dates. Book included. A 30-day trial is available for download..
64 hours 7 week access Instructor Supported

IT Infrastructure Library (ITIL) from ISEB **\$1,680**

The course is a detailed modular introduction to the concepts, terms objectives, definitions, benefits and relationships within core IT service management processes and functions, according to ITIL. It prepares participants for the examination leading to the Foundation Certificate in IT Service Management.
32 hours 12-month access Instructor supported

Java Enterprise Development with the J2EE **\$2,225**

Java developers and architects face many challenges when designing an effective and flexible Java enterprise system. Developing robust Java enterprise applications is a complex process that requires extensive infrastructure code. By incorporating J2EE design patterns and choosing the right framework, programmers can streamline and simplify the Java enterprise development process. 50 to 100 hours depending on knowledge and skill level.
100 hours 12-month access Instructor supported

Java Foundations Certificate **\$765**

Students will receive a thorough introduction to the basic syntax and structure of the Java programming language. Students will create text-based Java applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will define classes and use those classes to create applications. Students will learn to create new classes based on existing classes using inheritance. Students will create graphical applications and applets. A background in programming or a familiarity with C++ is helpful but not necessary for this class. Instructor-led program with traditional start and end dates. Book included. A 30-day trial is available

for download. Book Included.
64 hours 3-month access Instructors Supported

Java Programming Certificate Advanced **\$1,375**

3 courses Advanced Java program includes the following: Java Server Pages (JSP) - Students who are familiar with programming in Java will expand their skills to include the development of web applications using Java Server Pages. Students will create Java Servlets and JavaBeans. Students will write JSP applications that use Session variables and that access a database. Java Web Services - Students who are familiar with Java will create Java Web Services. The course will start with a short introduction to XML and then cover the XML technologies that support web services, include WSDL and SOAP. Students will write Java code to process the XML messages and create the WSDL and SOAP messages for the web service.. JavaScript Introduction - This class will give students a thorough introduction to the JavaScript language. At the end of this class, students will be able to create JavaScript functions that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Books included
96 hours 3-month access Instructor supported

Macromedia MX Suite - Online **\$2,645**

This suite of courses includes all of the Macromedia courses including Flash 8, MX Designer and Developer, ColdFusion MX Developer, Dreamweaver 8 and MX Developer. These eight courses are design to prepare you to pass Macromedia exams #501, #502, #701 and #801. Exams Retried
135 hours 12-month access Instructor supported

Professional Technical Writing **\$1,025**

This course teaches you how to write technical documents and how to write using XML. It's like learning two skills for the price of one! And both skills are in high demand. In this course, you'll learn a systematic writing process. You'll learn how to write and revise technical reports and manuals (two key technical writing formats). And you'll get the chance to practice by completing four hands-on assignments. In the first assignment, you'll learn how to write clearly and concisely. You'll practice these techniques by writing a resume and a letter. In assignments two and three, you'll create your first technical document, develop and conduct a document usability test, and revise your document based on the test results. In these two projects, we try to simulate a typical development environment by having you work in project teams. In the last assignment, you'll get the chance to write a formal technical report. The course takes you through the entire writing process, step-by-step!
64 hours 3-month access Instructor supported

Search Engine Marketing Certificate - Online **\$1,795**

If you are looking for a genuine solution to poor visibility within the major search engines . . . then a perfect solution awaits you. Learn search engine marketing skills from SEO training experts who have taught search engine optimization throughout the past eight years and





who issued the very first certification in SEO training to the industry. Study with the benefit of our certified instructors with years of experience in the field as well as years of training. Our courses are self paced and start as soon as you enroll. We've brought the very best information together on Google, Yahoo, MSN and all of the major search engines.
150 hours 8-month access Instructor supported

Video 3D Animation (3D Studio Max) Certificate \$1,795

Achieve stunning results in less time with Autodesk 3ds Max software. Accelerate your creative workflow and increase your pipeline efficiency with enhanced animation and rendering tools. 3ds Max takes advantage of the latest technology advancements, such as 64-bit workstations, to help you work with ever-increasing amounts of data and more-complex scenes. Autodesk 3ds Max provides dramatic improvements in display performance and complexity management required by next-generation production pipelines. It also includes significant rendering enhancements for architectural professionals. From the greatly expanded boundaries of the first-ever 64-bit release of 3ds Max to the newly integrated hair-styling interface, 3ds Max artists have more options, better performance, and greater flexibility than ever before. Books Included
100 hours 12-month access Instructor supported

Video Game Development Foundations \$765

This four-course pack includes everything you need to get started as a 3D game engine developer. It includes thorough training in C++ programming, core mathematics, and foundation level 3D graphics engine development. This is the best enrollment bundle choice for the majority of incoming students. Includes 30+ Hours Presentation (Recorded), 30 Weeks of Live Instruction.
200 hours 12-month access Instructor supported

Advanced Video Game Design \$1,475

This five-course pack includes a variety of advanced courses that cover high-level game mathematics theory; 3D graphics engine technologies, real-time physics programming, and core AI techniques for games. This is our largest training package and is a solid choice for advanced students who want to expand their horizons beyond their core training and begin branching out into other areas. Includes 50 Hours Presentation (Recorded), and 44 Weeks of Live Instruction. Prerequisites: Video Game Development Foundations.
300 hours 12-month access Instructor Supported

Video Game Design and Development - Foundation/ Advanced \$2,295

This 9-course pack includes everything you need to get started as a 3D game engine developer. It includes thorough training in C++ programming, core mathematics, and foundation level 3D graphics engine development. This is the best enrollment bundle choice for the majority of incoming students. Includes 30+ Hours Presentation (Recorded), 30 Weeks of Live Instruction. Advanced courses cover high-level game mathematics theory; 3D graphics engine technologies, real-time physics

programming, and core AI techniques for games. This is our largest training package and is a solid choice for advanced students who want to expand their horizons beyond their core training and begin branching out into other areas. Includes 50 Hours Presentation (Recorded), and 44 Weeks of Live Instruction.

500 hours 12-month access Instructor supported

XML Foundations Certificate \$765

This class will give students an introduction an overview to creating XML documents and the tools that are available for working with XML documents. Students will be able to create well-formed and valid XML documents. This class does not require a background in programming or web design, but both would be helpful. Students will need to download and install some free applications to complete some exercises. Book included. A 30-day trial is available for download
64 hours 3-month access Instructor supported

Courses

Adobe Acrobat - Online \$375

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and manage PDF files. Students will add navigation aids to their PDF files. Students will prepare documents for review and adding security features to their documents. Students will also learn to complete PDF forms electronically. Students must have a copy of Adobe Acrobat Standard. A 30-day trial of Adobe Acrobat is available for download. Book included.

32 hours 7-week access Instructor supported

Adobe Acrobat Forms - Online \$250

Students will learn the basics of building forms using Adobe Acrobat. Students will add form fields like text boxes, check boxes, radio button and drop down lists. Students will learn how to send forms to be filled out and collect data from users. Students should have a basic familiarity with Adobe Acrobat. A copy of Adobe Acrobat is required. A 30-day trial version is available.

8 hours 3-week access Instructor supported

Adobe Fireworks \$375

This course will instruct the learner how to create images for web pages. Students will learn how to work with Bitmap images, how to effectively use Vector drawing tools, how to create buttons, and how to optimize images for your web page. Students will need a copy of Fireworks. A 30-day trial is available. Book Included.

32 hours 7-week access Instructor supported



Adobe Flex

\$375

Adobe Flex allows you to create interactive internet applications. In this course you will learn to design, develop and deploy Flex applications.

You will learn to develop custom components using MXML and ActionScript. You will need a copy of Adobe Flex. A trial version is available.

Book Included

32 hours 7-week access Instructor supported

Adobe Go-Live

\$375

No longer offering in 2011 – See Dreamweaver as an alternative.

Students will learn the basics of web design using Adobe GoLive.

Students will add text and graphics to their web pages and create page layouts using tables and frames. Students will add interactivity using links, smart objects, and actions. Students will add formatting using cascading style sheets. Students will design forms and manage their websites using GoLive. A copy of GoLive is required. A free 30-day trial is available. Book Included.

32 hours 7-week access Instructor supported

Adobe Illustrator

\$375

Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. This course will give students a good overview of the tools and features of Illustrator. Students will create artwork using the various tools including the pencil and pen tools. Students will learn the various ways to apply color to their artwork. Students will work with layers, the 3D effects, and symbols. Students will need to have a copy of Illustrator. A 30-day trial is available for download. Book Included.

32 hours 7-week access Instructor supported

Adobe InDesign

\$375

Adobe InDesign allows you to design and produce stunning documents on your desktop printer or using a professional printer. Or convert your documents to PDF format or publish them on a website. This class will walk you through setting up the InDesign workspace, adding text and graphics to your document, creating layouts with frames and applying formatting with styles. Students will need a copy of InDesign. A trial version is available. A 30-day trial is available for download.

32 hours 7-week access Instructor supported

Adobe LiveCycle Designer

\$255

One of the advantages of PDF documents is the ability to distribute forms to your end user for them to fill out and return. LiveCycle Designer is the tool that comes with Acrobat that allows you to create interactive forms. In this class you will explore the LiveCycle Designer interface and build a basic form. The course content includes design and usability tips on how to build effective forms. You will create forms, add interaction and manage form data. Students will need a copy of LiveCycle Designer. A trial version is available. Book Included.

16 hours 5-week access Instructor supported

Adobe Premiere

\$375

Adobe Premiere gives you powerful video and audio editing tools.



Students will add transitions, special effects, graphics, titles, and music to their Premiere projects. Students will adjust the image quality of the video and edit and mix the sound track. Students will build picture-in-picture effects, create animated titles, record voice-overs, add motion effects, and publish the results to a variety of formats. Students will create streaming video for playback on a web site. Students must have a copy of Adobe Premiere. A 30-day trial is available. Book included. A 30-day trial is available for download. Book Included.

32 hours 7-week access Instructor supported

Adobe Acrobat Jumpstart

\$210

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and use PDF files. Students will learn to work with PDF documents and create PDF files from their applications and web pages. Student will learn to add comments to PDF files and make their PDF documents accessible. Students must have a copy of Adobe Acrobat Standard. A 30-day trial of Adobe Acrobat is available for download.

8 hours 3-week access Instructor supported

Adobe Pagemaker

\$375

This class will introduce students to the basics of creating documents using Adobe PageMaker. Students will apply their skills by creating flyers, letterhead, proposals, booklets, newsletters and catalogues. Students will learn to insert text and graphics into a PageMaker document and format text using styles. Students will learn to create master page layouts and templates for their documents. Students also will learn to generate a table of contents and an index for their long publications. Students will need a basic understanding of Windows to complete this class. Students will need a copy of PageMaker. A 30-day trial version is available.

32 hours 7-week access Instructor supported

Ajax Introduction

\$375

If you are already familiar with HTML, CSS, JavaScript and PHP and you want to move your web application development to the next level, and then Ajax is where you need to be. Ajax allows you to create dynamic and responsive web applications. Using Ajax you send information to the server and update the page without sending the page to the server. The course covers the very basics of CSS, JavaScript and PHP as they relate to Ajax but a knowledge of those before you start the course will be helpful. You will need a web browser and a tool for creating website. Many are available for free. Book included.

32 hours 7-week access Instructor supported

ASP .Net Using C#

\$375

Students will learn to create dynamic sites using ASP.NET with C#. During this class students will work examples to collect information from a form and to process it, and read and write records to a database. Students will learn to track user state, using session, and server variables and will learn how to create a secure web application. Students will



learn to work server controls, validation controls and will learn to create their own user controls. A background in both C# programming and web design is helpful. Students will need a copy of Visual Studio.NET and access to a web server that supports ASP.NET. Book Included. 32 hours
7-week access Instructor supported

ASP .Net Using Visual Basic .Net \$375

Students will learn to create dynamic sites using ASP.NET with VB.NET. During this class students will work examples to collect information from a form and to process it, and read and write records to a database. Students will learn to track user state, using session, and server variables and will learn how to create a secure web application. Students will learn to work server controls, validation controls and will learn to create their own user controls. A background in both programming and web design is helpful. Students will need a copy of Visual Studio .NET and access to a web server that supports ASP.NET. Book Included. 32 hours 7-week access Instructor supported

AutoCAD 1 - Introductory 2D \$835

In this introductory, online CAD training course, students will learn the basic features of AutoCAD. New concepts include setting up a drawing, navigating a drawing, basic construction and editing commands, layering techniques, dimensioning and annotation techniques, tiled and floating viewports and an introduction to layouts and basic plotting procedures. Students will use these concepts and procedures in the creation of a variety of two-dimensional technical drawings. 64 hours 3 month access Instructor Supported

AutoCAD 2 - Advanced 2D \$835

In this online CAD training course, students will learn the advanced two-dimensional capabilities of AutoCAD. New concepts include: advanced dimensioning techniques such as lateral tolerances and alternate units, advanced viewport creation and paperspace detailing, annotation scaling techniques, multi-layout paperspace plotting, hatching and presentation techniques, tables and fields, layer and selection filters, blocks and symbol libraries, attributes, Dynamic Blocks, externally referenced drawings, raster images, sheet sets, and publishing. 64 hours 3-month access Instructor supported

AutoCAD 3 - Modeling \$835

In this online CAD training course you will master the powerful 3D modeling capabilities of the latest versions of AutoCAD. New concepts include 3D workspaces, 3D user coordinate systems, creating and modifying 3D primitives, working with visual styles, 3D navigation tools, Booleans and composite solid modeling, Extrude and Revolve operations, Region modeling, Helix, Sweep and Loft modeling techniques, editing and manipulating models at both the object and sub object levels, 2D drawing extraction procedures, meshes and surface modeling, sections and live sections, assembly modeling, and an introduction to Rendering. 64 hours 3-month access Instructor supported



AutoCAD 4 - Rendering and Customization \$835

In this online CAD training course you will master the powerful Rendering capabilities of the latest versions of AutoCAD. New concepts include: Render Settings and Procedures with Mental Ray, Camera views and Custom Backgrounds, Materials, Textures and Finishes, Sunlight Systems and Shadows, User Lights and Attenuation, Faking Indirect Illumination, Advanced Mapping techniques, Landscape and Entourage, Global Illumination and Photon Mapping, Final Gathering, Reflections and Raytracing with Metals, Glass and Liquid Materials, Motion Path Animations, Customizing the User Interface, Custom Toolbars, Custom Commands and Macros. 64 hours 3 month access Instructor Supported

AutoCAD Architecture I - Residential Buildings \$835

This introductory course will lead the user through the basic procedures of designing an integrated building model. New topics include project creation, navigation and display concepts, designing with components, working with levels, creating and editing walls, adding doors and windows, creating floor and roof objects, working with view properties, object styles, loading and modifying family components, adding dimensions and annotations, adding and modifying drawing sheets and plotting procedures. 64 hours 3 month access Instructor Supported

Blogging with WordPress \$645

Blogging is a great way to get the word out about your product, expertise or anything that's on your mind. WordPress is one of the most popular blogging applications, readily available on a lot of web hosts. In this course you will configure WordPress options and customize its appearance. We explore options for blog topics and getting the word out about your blog. You will write blog entries, publish them and then set up accounts for allowing access to your blog. Book Included. 64 hours 3-month access Instructor supported

Building Accessible Web Sites \$255

Create pages that are section 508 compliant. Students will learn about page layout, HTML options, tag attributes and other requirements that will help to make their pages accessible to all users. Students will need to download a trial version of a screen reader so they can experience how their pages are "viewed" by the visually impaired. 16 hours 5-week access Instructor supported

Building Interactive Web Sites with CSS, DHTML and Ajax \$250

Even with high-speed internet connections becoming more the norm, the demand is still for faster, more responsive web pages. Ajax allows you send information to the server and refresh the content on the page without having to resubmit the entire page. In combination with CSS and JavaScript, Ajax allows you to create interactive web pages that look great and respond to the user quickly. This course will cover the ba-



sics of CSS, DHTML with JavaScript and Ajax. A knowledge of HTML is a must. You will need a tool for creating web pages. Many are available for free. Book Included.

8 hours 3-week access Instructor supported

C Programming Introduction \$375

Students will receive a thorough introduction to the basic syntax and structure of the C programming language. Students will create C applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will create functions. Students will build applications made up of several files. This course is a good introduction for those that have never programmed before. Students will need a C compiler. There are compilers that are available for free. Book Included.

32 hours 7-week access Instructor supported

C# Advanced - Online \$375

This course is a continuation of the C# Introduction course. Students will learn to define classes and how to build new classes by inheriting from existing classes. Students will create C# applications that read from and write to a database. Students will create C# to read and write binary files and to work XML data. Students will need a C# compiler. One is available for download for free. Book Included.

32 hours 7-week access Instructor supported

C# Introduction \$375

Students will be introduced to the concepts of Object-oriented programming using C#. Students will learn the fundamentals of .NET programming as they create C# applications. Students will create applications that use variables, conditional statements, looping statements, arrays and function. No programming background is required for this course. Students will need a C# compiler. One is available for free download. Book included.

32 hours 7-week access Instructor supported

C++ Advanced \$375

Students will receive a thorough introduction to object-oriented programming in C++. Students will define classes and use those classes for building applications. The classes will include overloaded operators, friend functions, constructors and destructors. Students will create new classes from existing classes using inheritance and polymorphism. In addition students will learn to read and write data to files. This class is a continuation of the Introduction to C++ class. Students will need access to a C++ compiler. There are compilers available for download. Book Included.

32 hours 7-week access Instructor supported

C++ for Game Developers \$375

This two-course pack is an excellent choice if you are looking to learn the C++ programming language and how to apply it in the Windows environment. Great for beginners or even experienced programmers who wish to brush up. After completing these courses, you will be able to write very advanced C++ applications and you will be prepared to



take on our 3D programming courses. Includes 15 Hours Presentation (Recorded), 20 Weeks of Live Instruction.

32 hours 7-week access Instructor supported

C++ Introduction \$475

Students will receive a thorough introduction to the basic syntax and structure of the C++ programming language. Students will create C++ applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will create functions and pass information into functions by value and by reference using pointers. Students will build applications made up of several files. This course is a good introduction for those that have never programmed before. Students will need access to a C++ compiler. There are compilers available for download. Book Included.

100 hours 6-month access Instructor supported

ColdFusion Introduction \$375

This class is a continuation of the Introduction to ColdFusion class. At the end of this class, students will be able to improve the processing of their data-driven web sites by creating user-defined functions and reusable components. Students will be able to include dynamic graphs from their database in their web applications. Students will be able to send email from their ColdFusion applications. Students will be able to create applications that gracefully recover from errors and will be able to package their data as XML for sending to other applications. Students will need access to ColdFusion Server. A free evaluation version is available. Book Included.

32 hours 7-week access Instructor supported

ColdFusion Advanced \$375

ColdFusion is a powerful server-side scripting language that allows users to interact with databases to produce dynamic pages. ColdFusion is a tag-based language and very easy to learn to use but also a powerful programming environment. At the end of this class, students will be able to create pages that display a requested set of records from the database. Students will be able to create forms that allow users to add, edit or delete records from the database. Students will be able to create data-driven applications using application, client and session variables. A good understanding of web page creation is useful but not necessary for this class. Students will need access to ColdFusion Server. A free evaluation version is available. Book Included.

32 hours 7-week access Instructor supported

Computer For Beginners (ICDL) \$375

ECDL Foundation is the global governing body of the world's leading end-user computer skills certification program, European Computer Driving License (ECDL), which is known as International Computer Driving License (ICDL) outside Europe. The ECDL/ICDL computer training course will explain the main concepts of IT, networks, and the components of a personal computer. It will describe health and safety, legal, and security issues involved in using computers. You will learn basic concepts about



using Microsoft Windows XP, Microsoft Office 2003 and using Microsoft IE 6.

32 hours 7-week access Instructor supported

Computer Forensics L-1 \$570

This is not a "watered down" training course. We have a great training course, great material, experienced instructors and we truly want you to learn the material and to become good forensic examiners. We want you to compare and decide what is best for you. The Level I online program is designed for people interested in becoming Computer Forensics experts. This online program is designed for people interested in becoming Computer Forensics experts. Students move at their own pace through all 3 levels (7 modules) and learn how to forensically examine and recover data from operating systems. Students learn core forensic procedures for any operating or file system, and how to conduct forensically sound Examinations to preserve evidence for admission and use in legal proceedings. Each module requires an Exam(s) and completion of practical exercises before you can move to the next module. Additionally, this course will help prepare you for the upcoming Certified Computer Examiner (CCE) Examination.

60 hours 12-month access Self-paced

Computer Forensics L-2 \$2,195

The Level II online program is designed for people interested in becoming Computer Forensics experts and have successfully completed Level I training.

50 hours 4-month access Instructor supported

Computer Forensics L-3 \$1,825

The Level III online program is designed for people interested in becoming Computer Forensics experts and have successfully completed Level I and II training..

50 hours 4-month access Instructor supported

Cool Web Pages with CSS and Layers \$1,825

Learn the latest tricks in web page design. Students will use Cascading Style Sheets (CSS) and the layer tags to create page layouts. Students will position objects on the page and combine text and graphics for stylish layouts. Students should have a basic understanding of HTML. No software is required. Book Included.

50 hours 4-month access Instructor supported

CorelDraw Introduction \$275

Students will learn the fundamentals of using Corel Draw to create and edit vector images as well as photographs. Book Included.

16 hours 5-week access Instructor Supported

Crystal Reports (X and XI) \$375/\$765

Crystal Reports XI enables developers and other IT professionals to design, manage, and deliver reports via the web, as well as embed reporting in enterprise applications. Report authors are often weighed down with hand-coding reports and working through orders for customized

reports. Crystal Reports XI delivers significant new features that will benefit organizations of all sizes with easier report design, simplified report maintenance, expanded data access, and complete integration with the Business Objects™ XI platform.

32 hours 7-week access Instructor supported

20 hours 12-month access Instructor supported

Designing Web Sites with CSS \$275

Using Cascading Style Sheets (CSS) to design the format and structure of your web pages can make your life as a web designer and web design maintainer much easier! CSS allows you to control the appearance of text, graphics and page layout for a single page or the entire site. If you decide later that you want to make a change to the design of the site you can change a few lines of CSS formatting and have the changes made without having to change the structure of the page. In this course you will learn to build web pages to best take advantage of using CSS to design the look of the site. You will learn to apply color, font and spacing attributes to pages for both web and print layout.

Students will need a text editor or web site design tool. There are free tools available. Book Included.

16 hours 5-week access Instructor Supported

Dreamweaver Introduction \$375

At the end of this class students will be able to create and manage web sites using Adobe Dreamweaver. Students will insert pictures and media objects into web pages. Students will use Cascading Style Sheets to format web pages. Students will use layers and tables for designing layout for pages. Students will manage sites using Dreamweaver's site management tools. Students will need a copy of Dreamweaver. A 30-day evaluation version is available. Book Included

32 hours 7-week access Instructor Supported

Dreamweaver Advanced \$375

During this course students will learn to build data-driven websites using Dreamweaver. The course starts with a review of building static websites using HTML, CSS, and templates. Students will configure their Dreamweaver sites to be ready to build a dynamic web site. Students can use PHP, ASP or ColdFusion to build their dynamic sites. Using the Dreamweaver tools, students will build dynamic sites that include emailing form content, connecting to a database and displaying records from the database, and updating database information using forms. Students should be familiar with creating web pages with Dreamweaver. Students will need a copy of Dreamweaver and a webserver that supports the server technology they choose to work with. Book Included.

32 hours 7-week access Instructor Supported

Flash ActionScripting \$375

This course will give the student an overview of the workings of Flash ActionScripting. Students will learn how to use ActionScripting to create content, create and manipulate components, to load movies, and to animate colors and filters. Students will need a copy of Flash. A 30-day trial is available. Book included.

32 hours 7-week access Instructor Supported





Flash Introduction

\$375

Students will create vector graphics using Flash's drawing tools. Students will create basic animations using motion and shape tweening. Students will create interactive Flash projects using ActionScript. Students will create a web-based application that reads from files and links to other pages. Students will create accessible content using Flash. Students will import sound and video into their Flash animations. Students will need a copy of Flash. A 30-day trial is available. Book Included.

32 hours 7-week access Instructor Supported

Flash: Creating Cool Buttons

\$250

Create cool buttons for your web pages. Students will create movie clips, and buttons and combine them to create animated buttons. Students will use basic ActionScript commands to create menus. Students will need a copy of Flash. A 30-day trial is available.

8 hours 3-week access Instructor Supported

Freehand

\$375

No Longer offering in 2011 – See Illustrator This course introduces the learner to Macromedia FreeHand. Students will learn how to use Freehand's tools to design a logo. Students will use the logo to create a document that will serve as a corporate identity. Students will organize and manage complex illustrations, and even create an animation that will then be used in a Flash animation. Students will need a copy of Freehand. A 30-day trial is available.

32 hours 7-week access Instructor Supported

Game Programming with Flash MX

\$375

Students who are comfortable designing in Flash and are familiar with ActionScript will learn the basics of designing games using Flash. Students will start with creating a basic game and progress through adding scripts, sound, and the physics of games. Students will save data and create 3D interactive games. Students will need a copy of Flash. A 30-day evaluation is available for free. Book Included.

32 hours 7-week access Instructor Supported

Get Started with Podcasting

\$285

Got a computer? a microphone? a topic you can talk about? Then you are ready to get started with podcasting! Podcasting allows you to publish audio or video content that you can share with the world. Your listeners can download your message and listen to it on their mobile audio devices. This course will introduce you to the skills you will need to create, edit and publish your audio or video podcast. We will explore tools that are available for creating podcasts, publishing them and how you could make money. Book Included.

16 hours 5-week access Instructor Supported

Get Started with Blogging

\$250

If you have thought about starting your own blog, then this is the course for you. In this course you will launch your blog and learn to write for

your audience. Topics to be discussed include writing and editing your blog, getting others to contribute, getting the word out about your blog, generating traffic to your blog, and ways you can make money from your blog. Book Included.

8 hours 3-week access Instructor Supported

HTML Jumpstart

\$250

Students will learn the basics of creating HTML documents by hand coding HTML. Students will create web pages that contain text and formatting. Students will learn to add graphic images to their web pages, as well as adding images as backgrounds. Students will learn the basics of using tables for page layout. No software or book is required for this course.

8 hours 3-week access Instructor Supported

HTML/XHTML Introduction

\$375

Whether you are planning to build a basic web page with pictures of the kids for Grandma to see, or planning to build the next e-commerce portal, you will be using HTML to build your pages. HTML is the language of the web and what gives us all the ability to access the information regardless of the type of computer or types of applications we run. HTML is in the process of becoming XHTML, Extensible HyperText Markup Language. This new generation of markup language focuses on the description of what the text is. Formatting is removed from the markup language and left to the Cascading StyleSheets (CSS). HTML will always be with us, but the move to XHTML will make your web pages better structured and more accessible to the world. Book Included.

32 hours 7-week access Instructor Supported

Java Introduction

\$375

Students will receive a thorough introduction to the basic syntax and structure of the Java programming language. Students will create text-based Java applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will define classes and use those classes to create applications. Students will learn to create new classes based on existing classes using inheritance. Students will create graphical applications and applets. A background in programming or a familiarity with C++ is helpful but not necessary for this class. Students will need a Java compiler. Compilers are available for download. Book Included.

32 hours 7-week access Instructor Supported

Java Advanced

\$375

This class is a continuation of the Introduction to Java class. At the end of this class, students will be able to create graphical applications and applications that read and write to files and databases, and use threads. Students will need a Java compiler. Compilers are available for download. Book Included. Book Included.

32 hours 7-week access Instructor Supported



Java Server Pages

\$375

Students who are familiar with programming in Java will expand their skills to include the development of web applications using Java Server Pages. Students will create Java Servlets and JavaBeans. Students will write JSP applications that use Session variables and that access a database. Book Included.

32 hours 7-week access Instructor Supported

Java Web Services

\$375

(Java Enterprise Edition) Students who are familiar with Java will create Java Web Services. The course will start with a short introduction to XML and then cover the XML technologies that support web services, include WSDL and SOAP. Students will write Java code to process the XML messages and create the WSDL and SOAP messages for the web service. Students will need a Java compiler and web server for developing the applications. There are free versions available for download

32 hours 7-week access Instructor Supported

JavaScript Introduction

\$375

This class will give students a thorough introduction to the JavaScript language. At the end of this class, students will be able to create JavaScript functions that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will be able to work with the Document Object Model (DOM) for manipulating web pages and testing user input in forms. Students will be able to write scripts that create and read cookies and respond to user interaction through mouseovers and clicks. An understanding of HTML/XHTML and programming is useful but not necessary for this course. No software is needed. Book Included.

32 hours 7-week access Instructor Supported

LinkedIn: Opportunity Gets Social \$350

Social Networking is no longer the sole domain of indie bands and dating. Social networking has brought about fundamental change in the way things get done in our society. There are Social Networking sites specifically for the young -- and the advanced in years. There are Social Networks to hook up import/export deals -- and to sell that old baseball card. Here are Social Network specifically for speaking one specific language and Social Networks to learn many language all at once, if you like. Perhaps, no professional Social Networking site is as successful as LinkedIn. With 47,000,000 subscribers, more people are on LinkedIn than are in Spain! Join in on a journey that will help you get the most from this valuable tool.

32 hours 7-week access Instructor Supported

Linux Introduction

\$375

Linux used to be the operating system of choice for true computer geeks, but in the last few years Linux has matured into an operating system that can compete the more popular operating systems. This course will start with installing Linux on a machine and introduce you to the graphic user interface (GUI) and the tools available there. Students will work with the command line interface and learn to manage files, write and compile programs and write shell scripts. The course will also

cover some basic administrative tools like the Apache web server. Students will need a machine on which they can install Linux or a machine that is running Linux

32 hours 7-week access Instructor Supported

Linux: Installation and Overview \$275

This course is for students who want to get started using Linux. Students will install RedHat Linux Fedora Core on their computers. Once the installation is complete students will learn the basics of the command prompt and the graphical user environment. Students will be introduced to some basic system administration.

8 hours 3-week access Instructor Supported

Microsoft Access Comprehensive \$375

This class will give students a working knowledge of databases, what they are and how to use them. Students will learn to view data in a database and change the view by sorting and filtering the data. Students will create a database and learn to define forms for inputs and reports for summarizing the data. Students will learn to create queries to view a subset of data in the database. Students will create charts to display data and a switchboard to manage their database application. Students will create relational databases and learn to create forms, queries and reports that use relational databases. Students will learn to build macros in Access and to use the macros to expand the capabilities of the switchboard. Students will be introduced to the basics of creating VBA applications in Access. Students will need a copy of Office. A 60-day trial version is available.

32 hours 7-week access Instructor Supported

Microsoft Access for Beginners \$275

This class will give students a working knowledge of databases, what they are and how to use them. Students will create a database; add tables manually and from templates. This course teaches users to import data into a database and export data out of it. Enrollees will need a copy of Office and a basic understanding of Windows. A 60-day trial version is available.

16 hours 5-week access Instructor Supported

Microsoft Access for Professional Users \$275

Students will advance their Microsoft Access skills by exploring more advanced topics in Access. Students will create queries, reports, create an Access database, build a switchboard, and will learn to enable password protection. Students need a basic understanding of Access to complete this class and a copy of Office. A 60-day trial version is available

16 hours 5-week access Instructor Supported

Microsoft Access: Forms \$210

This course is designed to help individuals speed up data entry. Students will create Forms using the Forms Wizard, create subforms, combine data from multiple tables or queries, and apply formatting.





Students will need a copy of Access. A 30-day trial is available.
8 hours 3-week access Instructor Supported

Microsoft Access: Queries \$210

Master the art of queries! Students will create Queries of their data using the Query Wizard and by hand. Students will create queries to update data, delete data and view data. Students will create queries that will combine data from multiple tables. Students will need a copy of Access. A 30-day trial is available.

8 hours 3-week access Instructor Supported

Microsoft Access: Reports \$210

Learn to create reports like a pro! Students will create reports in Access using the Reports Wizard and by hand. Reports will include calculations, data summaries. Students will combine data from multiple tables or queries. Students will learn to format reports. Students will create reports that allow for dynamic queries. Students will need a copy of Access. A 30-day trial is available.

8 hours 3-week access Instructor Supported

Microsoft Excel Comprehensive \$375

This class will give students a working knowledge of electronic spreadsheets, what they are and how to use them. Students will create and format Excel spreadsheets, create and execute formulas, and use the Excel functions. Students will create financial forecast spreadsheets using the Excel financial functions and learn to work with the workgroup features of Excel. A copy of Microsoft Office is needed to complete this course. A 30 day trial is available.

32 hours 7-week access Instructor Supported

Microsoft Excel for Beginners \$275

This class will give students a working knowledge of electronic spreadsheets, what they are and how to use them. Students will create and format Excel spreadsheets, create and execute formulas, and use the Excel functions. Students will create financial forecast spreadsheets using the Excel financial functions and learn to work with the workgroup features of Excel. A copy of Microsoft Office is needed to complete this course. A 30 day trial is available.

16 hours 5-week access Instructor Supported

Microsoft Excel for Professional Users \$210

Students will advance their Microsoft Access skills by exploring more advanced topics in Access. Students will create queries and reports. Students will make Access database applications easier to use by building a switchboard and will make their database more secure by adding password protection. Forms and reports will be created. Students will need a basic understanding of Access to complete this class. Students will need a copy of Office. A 60-day trial version is available.

8 hours 3-week access Instructor Supported



Microsoft Excel: Data Management Features \$210

Learn to manage data using Excel! Student will import data from a database and sort and query the data. Student will summarize data using the database functions and the subtotals command. Students will create Pivot tables and Pivot charts. Students will need a copy of Excel. A 30-day trial is available.

8 hours 3-week access Instructor Supported

Microsoft Expression Web \$375

Create a website for your business, organization or for your family in this website development course. This class will give you a working knowledge of Microsoft Expression Web. During this class you will create web pages that contain text, graphics, tables and lists. You will learn how to use hyperlinks and hotspots. You will create styles and layouts with CSS. You will create interactive behaviors and forms. You will complete the class in a website that is ready to publish.

32 hours 7-week access Instructor Supported

Microsoft FrontPage \$375

This class will give students a working knowledge of creating websites using Microsoft FrontPage. Students will learn to create web pages that contain text, graphics, tables and lists. Students will learn to layout pages with frames and tables. Students will learn to format their sites using styles and templates. Students will learn to create forms and collect form data. Students will need a basic understanding of Windows to complete this class. Students will need a copy of FrontPage. A 30-day trial version is available.

32 hours 7-week access Instructor Supported

Microsoft Office 2007 Upgrade \$275

If you are making the move to Office 2007 from an earlier version, this course will have you ready to use Word, Excel, Access, PowerPoint and Outlook without missing a beat. You will get an overview of the new Ribbon interface that is common to the new Office applications. You will explore the basic features of each of the Office applications while you get accustomed to the new Office 2007 interface.

16 hours 5-week access Instructor Supported

Microsoft Office for Beginners \$375

This class will give students an overview of the Microsoft Office applications and how they work together. Students will be able to create and edit Word documents that include outlines, tables, styles and sections. Students will be able to create and edit Excel spreadsheets that include charts and "what-if" analysis. Students will be able to create and edit PowerPoint presentations. Students will be able to create Access databases that include tables, forms, queries and reports. Students will need a basic understanding Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available.

32 hours 7-week access Instructor Supported



Microsoft Office for Professional Users **\$375**

Students will advance their Microsoft Office skills by exploring more advanced topics in Word, Excel and Access. In Word students will create newsletters, web pages and macros. In Excel, students will create 3-D workbooks and link Excel files, create formulas using the financial functions, manage worksheets that contain databases and create macros. In Access, students will create relational databases, and create queries, forms and reports that use relational databases. Students will be introduced to Access macros and VBA. Students will need a basic understanding of Word, Excel and Access to complete this class. Students will need a copy of Office. A 30-day trial version is available.
32 hours 7-week access Instructor Supported

Microsoft Outlook: Taming your Inbox **\$210**

Is there more than Spam cluttering your Inbox? Students will configure Outlook to route their incoming mail to various mailboxes based on the sender or recipient. Students will use the Find command to locate messages. Students will archive old mail. Students will color-code messages for follow-up. Students will need a copy of Outlook. A 30-day trial is available.
8 hours 3-week access Instructor Supported

Microsoft Outlook: Time Management **\$210**

We all know that Outlook helps us to manage our electronic communications but did you know it can also help you manage your time? Join us as we explore the topic of time management and learn to use the features of Microsoft Outlook that can help us to keep up with appointments, track time spent on projects and organize our work and personal lives a little better. Student will need a copy of Microsoft Outlook. A trial version is available.
8 hours 3-week access Instructor Supported

Microsoft PowerPoint: Multimedia Presentations **\$210**

Wow your audience with a multimedia extravaganza at your next presentation. Students will add sound, animation and video to their presentations. Students will create a presentation that is synchronized to music or a recorded speech. Students will add slide transitions to their presentations. Students will need a copy of PowerPoint. A 30-day trial is available.
8 hours 3-week access Instructor supported

Microsoft Project for Professional Users **\$375**

Students will be able to track the progress of a project and troubleshoot problems with schedules and resource usage. Students will be able to customize the Project environment and to publish the project information using various reports, charts and web page options. Students will be able to pool resources within a project and to link multiple projects

together. Students will need a copy of Project. A 30-day trial version is available.

32 hours 7-week access Instructor Supported

Microsoft Project Comprehensive **\$375**

Students will learn the basics of project management using Microsoft Project. During this course students will build a project plan that includes tasks and resources. Students will learn to manage the project as tasks are completed and to see whether or not the project is on schedule and on cost. Students will use various reporting tools to print and view the project status. Students will be able to track the progress of a project and troubleshoot problems with schedules and resource usage. Students will be able to customize the Project environment and to publish the project information using various reports, charts and web page options. Students will be able to pool resources within a project and to link multiple projects together. Students will need a copy of Project. A 30-day trial version is available.

32 hours 7-week access Instructor Supported

Microsoft Project for Beginners **\$275**

Students will learn the basics of project management using Microsoft Project. During this course students will build a project plan that includes tasks and resources. Students will learn to manage the project as tasks are completed and to see whether or not the project is on schedule and on cost. Students will use various reporting tools to print and view the project status. Students will need a copy of Project. A 30-day trial version is available.

16 hours 5 week access Instructor Supported

Microsoft Publisher **\$375**

Microsoft Publisher allows you to design documents from calendars to business cards, newsletters to brochures. In this course we will learn to create documents using templates and learn to add and format text and images. You will learn design techniques as well as how to use publisher. You will need a copy of Microsoft Publisher. A 60-day trial is available.

32 hours 7-week access Instructor Supported

Microsoft Visio **\$375**

Visio is a powerful tool for creating diagrams and layouts. Students will learn to use Visio by creating and formatting diagrams and connection shapes. Students will design a project schedule, an organizational chart, an office layout and a network diagram. Students will learn to integrate Visio with the Office applications and to customize templates. Students will need a copy of Visio. A 30-day trial is available.

32 hours 7-week access Instructor Supported

Microsoft Word Comprehensive **\$375**

This class will give students a thorough understanding of the features of Microsoft Word. Students will be able to create, edit, format and print Word documents that include outlines, tables, styles and sections. Other essential topics including printing, saving and retrieving files are also covered. Students will create a newsletter that uses columns,



drawings, and object linking and embedding. Students will create web pages using Word and learn how to create a website. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents and Macros. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 60-day trial version is available.

32 hours 7-week access Instructor Supported

Microsoft Word for Beginners \$275

This class will give students a working knowledge of word processing. Students will be able to create, edit, format and print Word documents that include outlines, tables, styles and sections. Other essential topics including printing, saving and retrieving files are also covered. Students will create Word documents for evaluation and "hands on" experience. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available.

16 hours 5-week access Instructor supported

Microsoft Word for Professional Users \$210

Students will advance their Microsoft Word skills by exploring more advanced topics in Word. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will create web pages using Word and learn how to create a website. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents and Macros. Students will need a basic understanding of Word to complete this class. Students will need a copy of Office. A 30-day trial version is available.

8 hours 3-week access Instructor supported

Microsoft Word: Desktop Publishing \$210

Learn to create newsletters and flyers using Microsoft Word. Students will format their page using column layout. Students will add graphics, tables and embellishments to their documents. Students use styles to make formatting and updating the newsletter easier. Students will need a copy of Word. A 30-day trial is available.

8 hours 3-week access Instructor supported

Microsoft Word: Long Document Tools \$210

Learn to create professional-looking research papers and proposals. Students will add headers and footers, set page layout, create title pages, tables of contents and indices. Student will create outlines and use the outlines for organizing and managing long documents. Student will create references for automatically generating tables of illustrations. Student will create a master document for combining multiple files into one. Students will need a copy of Word. A 30-day trial is available.

8 hours 3-week access Instructor supported



Microsoft Word: Proofing Tools \$210

Learn to edit Microsoft Word documents like a pro! Students will edit their documents with the spell-checker, thesaurus, and grammar checker. Students will use the proofing tools to track changes in a document. Students will cut, copy and paste text using the clipboard, spike and drag and drop tools. Students will need a copy of Word. A 30-day trial is available

8 hours 3-week access Instructor supported

Microsoft Exchange Server 2003 \$1,325

This course provides students with the knowledge to design and plan deployment as well as how to plan for Active Directory and design a Messaging Infrastructure. This course will also cover how to design server and client connectivity, design data management and fault tolerance and how to plan security.

40 hours 12-month access Instructor supported

MySQL Introduction \$375

This course will give students the skills they need to set up and manage a MySQL database. Students will learn the basics of designing a relational database and learn to use SQL statements to create databases, tables and manage data in the data tables. Students will create a MySQL database and will identify the types of data that can be stored in data tables. Students will use the PHPMyAdmin tool to view and manage their MySQL databases. Students will learn to write applications which use MySQL databases. Book Included.

32 hours 7-week access Instructor Supported

Microsoft SQL Server 2005 \$1,695

This course provides students with the knowledge to install and configure SQL Server 2005 and to set up tables, indexes, columns, and constraints. You will also learn how to use Transact-SQL to implement functions, stored procedures, and triggers. The training will also teach you how to work with relational and XML data, monitor, troubleshoot, and tune queries. The course also includes how to maintain database availability with log shipping, mirroring, and replication and prepare a backup strategy and restore a database.

60 hours 12-month access Instructor Supported

Object-Orientated Design Fundamentals \$285

If you are making the move from procedural programming to object-oriented programming, are getting started with object-oriented programming or will be managing and object-oriented design project you will find that object-oriented design is a different way of thinking about solving problems than you are accustomed to. This course will introduce you to the terminology of object-oriented programming and how to design classes, objects and interfaces for reuse. You will build objects through inheritance, composition, aggregation and association. You will identify the differences between interfaces and implementation. Book Included.

16 hours 5-week access Instructor supported



Office Access 2007 or 2010 **\$470**

This course covers getting started with Access 2007, basic tables, basic forms, queries, reports, importing and exporting data and data presentation in Access 2007. The training will also teach you how to use advanced data management, programmability and administration as well as database administration in Access 2007.

30 hours 12-month access Instructor supported

Office Excel 2007 or 2010 **\$470**

This course will cover getting started with Excel 2007. In this course, students will focus on manipulating and formatting data and reviewing and printing spreadsheets. The training also teaches Excel 2007 formulas, functions, charts, pictures, themes, styles, advanced formatting, advanced data management, advanced customization and how to analyzing data and to protect and share Excel 2007 workbooks.

30 hours 12-month access Instructor supported

Office Outlook 2007 or 2010 **\$470**

Outlook 2007 is a course that focuses on all the professional and personal uses that make Outlook such a powerful email tool. In addition to managing email and using the Outlook Calendar, students will learn to use contacts, tasks, notes, customize the interface, complete searches, print items and work with RSS Feeds. This course also teaches users to customize Outlook 2007, use the Journal, configure rules, alerts, data security, archiving, working offline, how to use instant and unified messaging, as well as, the business contact manager.

30 hours 12-month access Instructor supported

Office PowerPoint 2007 or 2010 **\$470**

Getting Started with PowerPoint 2007 begins with the basics of creating a PowerPoint presentation. Students will learn how to add text, graphics, multimedia, and animation to slides. Upon completion of this course, students will be able create custom slide shows and distribute presentations using PowerPoint 2007.

30 hours 12-month access Instructor supported

Office Word 2007 or 2010 **\$470**

Getting started with Word 2007 teaches users how to work with text, paragraphs, structuring, editing, saving, and opening documents. This course introduces learners to Word functions such as using tables, charts, graphics, advanced data manipulation and advanced document features.

30 hours 12-month access Instructor supported

Online Research Using Search Engines and Directories **\$275**

Have a favorite search engine or online directory that you use 99% of the time? Most of us do. In this class you will learn about directories like DMOZ, the popular search engines such as Google, metasearch, specialty search engines and online directories, making it easier to find much more useful information in less time. Understanding the search tools available and mastering some general and advanced search tips

can help make your online research efforts much easier.
16 hours 5-week access Instructor supported

OpenOffice for Beginners **\$350**

Many years ago the competition for applications like word processors, spreadsheets and presentation applications was fierce, but today it seems like we have only one choice. NOT SO! OpenOffice is available for free and can do just about anything that the competition can do and can create, read and edit documents that can be read and edited by the other applications. In this course you will learn to use the OpenOffice Writer to create basic word processing document. You will learn to use the OpenOffice Calc to create spreadsheets and charts. You will use the OpenOffice Impress to create presentations. You will use the OpenOffice Base to create databases and mail merges.

32 hours 7-week access Instructor Supported

Overview of Linux Shells **\$375**

The Linux shells provide the user a direct way to access files and processes on their computer. Each shell offers a slightly different set of tools and scripting capabilities. This course will introduce the new Linux user to the various shells, a comparison of the features of the shells and an introduction to the scripting language available for each. Students will need access to a computer running Linux.

32 hours 7-week access Instructor Supported

PERL Scripting for the Web **\$375**

PERL is the scripting language most used in developing web-based applications. Students will learn the syntax and structure of PERL and how to read from and write to files. Students will learn to create functions and classes in PERL. Students will learn to read and write to a database and how to generate output. Students will learn to collect data users submit on a web-based form and to use it to generate custom web pages. Students will need access to a web-server that uses PERL. Book Included.

32 hours 7-week access Instructor Supported

Photoshop Introduction **\$375**

This class will introduce the new user to the basics of working with Photoshop for retouching images and drawing. Students will be able to use various techniques for selecting in order to edit and retouch images. Students will be able to prepare images for including in a web site or for including in printed documents. Students will be able to edit images using the painting tools, clone stamp and drawing tools. Students will be able to create new images using the pen tool and the drawing and painting tools. Students will be able to create and edit images using layers. Students will need a copy of Photoshop. A 30-day trial version is available. Book Included.

32 hours 7-week access Instructor Supported

Photoshop Intermediate **\$375**

During this course you will learn more about how Photoshop can be used to retouch and restore digital images. You will learn how to cor-



rect, change and improve the color of an image, get rid of stains and scratches on scanned images, combine images, add special effects and filters to images and to create images using Photoshop's artistic tools. It is recommended that you take the Photoshop Introduction or have worked with Photoshop before taking this class. Students will need a copy of Photoshop. A 30-day trial version is available. Book Included.
32 hours 7-week access Instructor Supported

Photoshop Jumpstart \$250

Students will learn the basics of image correction in Photoshop. Students will learn to correct the overall appearance of the image by improving contrast, color and composition. Students will learn to save their images to be used on web pages. Students will need a copy of Photoshop. A 30-day trial version is available. No book is required for this course.

8 hours 3-week access Instructor supported

Photoshop: Digital Scrapbooks \$250

Create scrapbook pages using your digital photos! Students will use Photoshop to touch up their images and to create scrapbook pages. Students will learn to create patterned backgrounds, add text and embellishments to their pages. Students will need a copy of Photoshop. A 30-day trial is available.

8 hours 3-week access Instructor supported

Photoshop: Text Effects \$250

Create cool text for your web pages or other projects. Students will create and edit text objects in Photoshop. Students will work with layer effects and filters to create text that looks like it is made of wood, metal, plastic or marble. Students will need a copy of Photoshop. A 30-day trial is available. Book Included.

8 hours 3-week access Instructor supported

PHP Advanced \$375

If you are familiar with the basics of programming and want to move to the next level, this class is for you! In this course we will explore the object-oriented side of PHP. You will design and use objects in your PHP applications. We will cover security, networking, PEAR, XML and Ajax. We will cover working with databases and techniques for developing web-based applications. Students will need access to a webserver that supports PHP and a database. Book Included.

32 hours 7-week access Instructor Supported

PHP Web Programming \$375

PHP is used to create dynamic web sites. Students will learn to syntax and structure of PHP. Students will learn to collect data from a web-based form and use it to create dynamic web pages for their users. Students will need access to a web server that supports PHP. Book Included.

32 hours 7-week access Instructor Supported

Programming Introduction \$375

This course will introduce students to the basics of computer program-



ming. Students will learn about the concepts of looping, functions, conditional statements and program design. This course prepares students to enter introductory level courses in any programming language. No prior knowledge of computer programming is needed for this course. Book Included.

32 hours 7-week access Instructor Supported

QuarkXpress Introduction \$375

Students will use QuarkXPress to create documents for publication. In this course students will add text and format text to their documents, add table data, and include pictures. Students will create Master Pages, manage color and work with long documents and the collaboration features. Book Included.

32 hours 7-week access Instructor Supported

RSS Basics \$250

RDF Site Summary (RSS) is a tool that allows web site developers to share information about their sites with other sites or include information from other sites in their own. It can be used to show weblogs or newsfeeds on a website. Students will explore the XML code behind RSS and how to create and use syndicated text in their own web site

8 hours 3-week access Instructor supported

Ruby for Rails \$375

If you are already using Rails, get under the hood of Rails and learn Ruby. Rails is a web applications development framework based on the Model-View-Controller (MVC) architecture which uses Ruby as its programming language. With this course you will learn Ruby itself so you can make your Rails applications even more powerful. In this course you will learn how Ruby and Rails work and learn the building blocks of Ruby: objects, variables, classes, modules and programs. You will learn to use the built-in classes and modules to build an application. You will need a webserver running Ruby, Rails and a database application. These are available for free and the course includes instructions for installing them. Book Included.

32 hours 7-week access Instructor Supported

Setting Up LAMP (Linux, Apache, MySQL, PHP) \$375

LAMP (Linux, Apache, MySQL, PHP) provides a set of tools that web developers can use to design, develop, test and deliver web-based applications. This course will walk the new user through the process of installing and configuring the Linux operating system, the Apache web server, the MySQL database application and the PHP server scripting language. The course also covers how to maintain and trouble-shoot the system. Students will also get a quick introduction to using PHP to create data-driven web applications. Students will need a computer on which they can install the LAMP applications.

32 hours 7-week access Instructor Supported

SQL Programming \$375

Structured Query Language (SQL) is the language use to work with databases and the information stored within them. In this course students



will learn to query a database to SELECT the data with which they want to work. Students will use SQL to create, edit and delete data tables. Students will learn to create views, functions, and stored procedures. Students will need access to a database that uses SQL commands. The book for the course includes a trial edition of Microsoft's SQL Server 2000. Book Included.

32 hours 7-week access Instructor Supported

UML Fundamentals \$285

Whether you are designing object-oriented applications or planning a project deployment, UML can help you better visualize the process and communicate design requirements to those involved in the project. In this course you will create UML Use Case Diagrams, Activity Diagrams, and Sequence Diagrams. You will create UML Class, Object and Package diagrams and use them show composite structures and component diagrams. You will also create State Machine and Deployment diagrams. Book Included.

16 hours 5-week access Instructor supported

Understanding Search Engines and Online Directories \$285

Ever felt overwhelmed when using the Internet? The Internet is a terrific resource with millions of websites dedicated to almost any topic. With so many websites, it is easy to get lost. Search engines gather web pages for their indexes automatically. Directories have human editors who look at page content and decide how and where, or even if, pages should be listed. Learn more about how to find the websites you are searching for in less time by learning more about these valuable sources of online information.

16 hours 5-week access Instructor supported

User-Friendly Web Design \$285

Have you found the perfect link, then it doesn't work or you get a "Page Not Found" error? When creating or updating your web site, it is important to make sure it is user friendly. Visitors should be able to find what they need quickly and easily. Learn to create easy to follow, user friendly navigation links, check your site regularly and how to develop a quality site map which can help users quickly find any page in your web site. Make your website visitors experience a good one and they will be sure to come back for more, as well as referring others and possibly linking to you.

16 hours 5-week access Instructor supported

VBA Programming \$375

This course will introduce students who are familiar with Word, Excel or Access the basics of writing and debugging VBA code. VBA is Microsoft's Visual Basic for Application and is the tool used to create custom macros and user-interfaces in the Office applications. Students will learn to define variables, create loops and branching statements, define functions, get user input and interface with the application of their choice. Students will need a copy of Microsoft Word, Excel or Access. A 30-day trial is available. Book Included.

32 hours 7-week access Instructor Supported



Video Game Console Design \$595

In the 70's and 80's a "game developer" not only designed the game itself, wrote the code, and made the art, but he or she often designed the hardware as well! This lost art is what this course is all about: learning how to design, build, and modify your own game consoles from scratch. This course will rapidly build your knowledge in the fields of electronics and game development by combining a heavy dose of theoretical discussion with practical hands-on experience, delivered every week in a series of fun and engaging experiments for you to work on.

70 hours 3-month access Instructor supported

Video Gaming 3D Graphics Development \$675

This two-course pack offers an incredible inside look at the foundations of 3D graphics engine development for games and related simulations. It is our most highly recommended package if you are already an experienced C++ programmer and wish to get started making games. You will cover intermediate and advanced programming techniques and develop reusable tools and classes to serve as the backbone of your own game engine. Includes 30 Hours Presentation (Recorded), and 24 Weeks of Live Instruction.

150 hours 12-month access Instructor supported

Video Gaming: Introduction to Robotic \$325

You will learn the electrical theory and concepts necessary to construct basic electronic circuits. You will learn programming using the PBASIC language and software. These programs are loaded into a BASIC Stamp microcontroller and control various circuits. After you learn the foundation of electronics and programming, you will build your very own robot using the hardware components that are included with the course. You will also experiment with a variety of robot configurations and write programs to allow the robot to navigate intelligently and autonomously.

30 hours 3-month access Instructor Supported

Visual Basic: .NET Introduction \$375

This class will give the students a thorough introduction to the basics of programming with Visual Basic. At the end of this class, students will be able to create Visual Basic programs that define variables and arrays and that use if statements, select case statements, for loops and while loops. Students will be able to define subroutines and functions. Students will be able to interact with objects on Visual Basic forms. This class is good for students that have no experience with programming. Students will need a copy of Visual Studio. A 30-day trial version is available. Book Included.

32 hours 7-week access Instructor Supported

Visual Basic: .NET Advanced \$375

This class is a continuation of the Introduction to Visual Basic class. At the end of this class students will be able to create classes and objects and use them to create new classes and objects using inheritance and polymorphism. Students will be able to create graphics, read and write data to files and work with databases. Students will be introduced to



using Visual Basic for building web-based applications. Students will need a copy of Visual Studio. A 30-day trial version is available. Book Included.

32 hours 7-week access Instructor Supported

Visual C++ 6.0 **\$375**

Students will use Visual Studio to develop graphical applications using the Visual C++ programming language. Book Included.

32 hours 7-week access Instructor Supported

Web Graphics **\$250**

What are your options for including graphics in your web pages? Students will learn about the various image formats that can be used on web page and the advantages of each. Students will add images, background images, bullets and graphics to their pages. Students should have a basic understanding of building web pages. No software is required.

8 hours 3-week access Instructors Supported

X/Motif **\$375**

In this course we will cover the fundamentals of writing programs in Motif for the X Windows environment. You will create programs using widgets and learn to create your own widgets. Your Motif applications will include menus, dialog boxes and you will be able to display and format text and graphics. Book Included.

32 hours 7-week access Instructor Supported

XML Introduction **\$375**

This class will give students an introduction an overview to creating XML documents. Students will be able to create well-formed and valid XML documents. Students will be able to create Document Type Definitions (DTD) and Schemas for validating their XML documents. Students will be able to create style sheets using Cascading Style Sheets (CSS) and the Extensible Style sheet Language with Transforms (XSLT). This class does not require a background in programming or web design, but both would be helpful. Book Included.

32 hours 7-week access Instructor Supported

XML Advanced **\$375**

Students who are familiar with XML will explore more advanced topics related to working with XML and tools that can be used with XML. Students will build XML document schemas using Relax NG and parse XML using the DOM and SAX models and how XML is programmed using various programming environments. Students will use XSL-FO for creating documents using XML. Students will work with XQuery and look at how XML works with database applications. Students will explore XML services and applications that use XML. Book Included.

32 hours 7-week access Instructor Supported



Using SSH - the Secure Shell **\$375**

The secure shell (SSH) provides an encrypted connection allowing users to attach remotely to Linux computers. This course will introduce the new Linux user to the SSH. Students will learn to configure SSH on their Linux computers and how to connect through SSH and use the SSH commands to control their Linux computers. Students will need access to a computer running Linux and the SSH.

32 hours 7-week access Instructor Supported

Using the BASH Shell **\$375**

The BASH Shell is one of the most popular shells on the Linux operating system. Although the GUI provides an easy way to access most information, a good familiarity with using the shell command prompt will make some tasks on Linux easier and faster. This course will introduce the Linux user to the commands that are available in the BASH shell. Student will learn to do file maintenance, system administration and to create shell scripts. Students will need access to a computer running Linux.

32 hours 7-week access Instructor Supported

Using the Emacs Editor **\$375**

The Emacs editor is one of the most popular editors in the Linux environment. Emacs can be used to create or edit configuration files and can be used to create scripts or programs. Students will learn to navigate in documents, edit text in a file and to customize the environment. Students will need access to Linux with a copy of Emacs installed. Book Included.

32 hours 7-week access Instructor Supported

Using the Vi Editor **\$375**

The Vi editor is one of the most popular editors in the Linux environment. Vi can be used to create or edit configuration files and can be used to create scripts or programs. Students will learn to navigate in documents, edit text in a file and to customize the environment. Students will need access to Linux with a copy of Vi installed. Book Included.

32 hours 7-week access Instructor Supported

Language Institute



The Basic English program is a series of courses designed to improve understanding and use of the English language. A placement test determines the starting level. Courses meet for six hours each week. Morning, evening and weekend classes are available. All levels are offered each term, along with specialized courses that focus on reading, conversation, healthcare and business.

Courses in Winter and Spring terms are 10 weeks in length and cost \$170. Beginning in Summer 2012, courses will be eight weeks long and cost \$148.

Winter/Spring 2012

Basic English 1

\$170

LILNG-100-001	M W F	1/09 - 3/16	10:00 AM - 12:00 PM
LILNG-100-002	M W	1/09 - 3/14	5:30 - 8:30 PM
LILNG-100-003	S Su	1/14 - 3/18	10:00 AM - 1:00 PM

LILNG-100-001	M W F	3/26 - 6/01	10:00 AM - 12:00 PM
LILNG-100-002	M W	3/26 - 5/30	5:30 - 8:30 PM
LILNG-100-003	S Su	3/31 - 6/03	10:00 AM - 1:00 PM

Basic English 2

\$170

LILNG-200-001	M W F	1/09 - 3/16	10:00 AM - 12:00 PM
LILNG-200-002	M W	1/09 - 3/14	5:30 - 8:30 PM
LILNG-200-003	S Su	1/14 - 3/18	10:00 AM - 1:00 PM

Delaware Campus:

LILNG-200-901	M W	1/09 - 3/14	5:30 - 8:30 PM
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LILNG-200-001	M W F	3/26 - 6/01	10:00 AM - 12:00 PM
LILNG-200-002	M W	3/26 - 5/30	5:30 - 8:30 PM
LILNG-200-003	S Su	3/31 - 6/03	10:00 AM - 1:00 PM

Delaware Campus:

LILNG-200-901	M W	3/26 - 5/30	5:30 - 8:30 PM
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Basic English 3

\$170

LILNG-300-001	M W F	1/09 - 3/16	8:00 - 10:00 AM
LILNG-300-002	T Th	01/10 - 3/15	8:00 - 11:00 AM
LILNG-300-003	S Su	1/14 - 3/18	1:00 - 4:00 PM
LILNG-300-004	T Th	1/10 - 3/15	5:30 - 8:30 PM

Delaware Campus:

LILNG-300-901	M W	1/09 - 3/14	9:30 AM - 12:30 PM
LILNG-300-902	M W	1/09 - 3/14	5:30 - 8:30 PM

LILNG-300-001	M W F	3/26 - 6/01	8:00 - 10:00 AM
LILNG-300-002	T Th	3/27 - 5/31	8:00 - 11:00 AM
LILNG-300-003	S Su	3/31 - 6/03	1:00 - 4:00 PM
LILNG-300-004	T Th	3/27 - 5/31	5:30 - 8:30 PM

Delaware Campus:

LILNG-300-901	M W	3/26 - 5/30	9:30 AM - 12:30 PM
LILNG-300-902	M W	3/26 - 5/30	5:30 - 8:30 PM

Basic English 4

\$170

LILNG-400-001	M W F	1/09 - 3/16	10:00 AM - 12:00 PM
LILNG-400-002	M W F	1/09 - 3/16	8:00 AM - 10:00 AM
LILNG-400-003	T Th	1/10 - 3/15	11:00 AM - 2:00 PM
LILNG-400-004	S Su	1/14 - 3/18	1:00 PM - 4:00 PM
LILNG-400-005	M W	1/09 - 3/14	5:30 PM - 8:30 PM

Delaware Campus:

LILNG-400-901	M W	1/09 - 3/14	9:30 AM - 12:30 PM
LILNG-400-902	M W	1/09 - 3/14	5:30 - 8:30 PM

LILNG-400-001	M W F	3/26 - 6/01	10:00 AM - 12:00 PM
LILNG-400-002	M W F	3/26 - 6/01	8:00 - 10:00 AM
LILNG-400-003	T Th	3/27 - 5/31	11:00 AM - 2:00 PM
LILNG-400-004	S Su	3/31 - 6/03	1:00 - 4:00 PM

**Basic English 4 (Continued)**

LILNG-400-005 M W 3/26 - 5/30 5:30 - 8:30 PM

Delaware Campus:

LILNG-400-901 M W 3/26 - 5/30 9:30 AM - 12:30 PM

LILNG-400-902 M W 3/26 - 5/30 5:30 - 8:30 PM

Basic English 5**\$170**

LILNG-450-001 T Th 1/10 - 3/15 8:00 - 11:00 AM

LILNG-450-002 M W F 1/09 - 3/16 8:00 - 10:00 AM

LILNG-450-003 M W F 1/09 - 3/16 10:00 AM - 12:00 PM

LILNG-450-004 S Su 1/14 - 3/18 1:00 - 4:00 PM

LILNG-450-005 T Th 1/10 - 3/15 5:30 - 8:30 PM

LILNG-450-006 M W 1/09 - 3/14 5:30 - 8:30 PM

Delaware Campus:

LILNG-450-901 T Th 1/10 - 3/15 9:30 AM - 12:30 PM

LILNG-450-902 T Th 1/10 - 3/15 5:30 - 8:30 PM

LILNG-450-001 T Th 3/27 - 5/31 8:00 AM - 11:00 AM

LILNG-450-002 M W F 3/26 - 6/01 8:00 AM - 10:00 AM

LILNG-450-003 M W F 3/26 - 6/01 10:00 AM - 12:00 PM

LILNG-450-004 S Su 3/31 - 6/03 1:00 - 4:00 PM

LILNG-450-005 T Th 3/27 - 5/31 5:30 - 8:30 PM

LILNG-450-006 M W 3/26 - 5/30 5:30 - 8:30 PM

Delaware Campus:

LILNG-450-901 T Th 3/27 - 5/31 9:30 AM - 12:30 PM

LILNG-450-902 T Th 3/27 - 5/31 5:30 - 8:30 PM

Basic English 6**\$170**

LILNG-610-001 M W F 1/09 - 3/16 8:00 - 10:00 AM

LILNG-610-002 M W F 1/09 - 3/16 10:00 AM - 12:00 PM

LILNG-610-003 T Th 1/10 - 3/15 8:00 - 11:00 AM

LILNG-610-004 S Su 1/14 - 3/18 1:00 - 4:00 PM

LILNG-610-005 M W 1/09 - 3/14 5:30 - 8:30 PM

LILNG-610-006 T Th 1/10 - 3/15 5:30 - 8:30 PM

Delaware Campus:

LILNG-610-901 T Th 1/10 - 3/15 5:30 - 8:30 PM

LILNG-610-001 M W F 3/26 - 6/01 8:00 - 10:00 AM

LILNG-610-002 M W F 3/26 - 6/01 10:00 AM - 12:00 PM

LILNG-610-003 T Th 3/27 - 5/31 8:00 - 11:00 AM

LILNG-610-004 S Su 3/31 - 6/03 1:00 - 4:00 PM

LILNG-610-005 M W 3/26 - 5/30 5:30 - 8:30 PM

LILNG-610-006 T Th 3/27 - 5/31 5:30 - 8:30 PM

Delaware Campus:

LILNG-610-901 T Th 3/27 - 5/31 5:30 - 8:30 PM

Basic English 7**\$170**

LILNG-710-001 T Th 1/10 - 3/15 8:00 - 11:00 AM

LILNG-710-002 M W F 1/09 - 3/16 8:00 - 10:00 AM

LILNG-710-003 M W F 1/09 - 3/16 10:00 AM - 12:00 PM

LILNG-710-004 S Su 1/14 - 3/18 1:00 - 4:00 PM

LILNG-710-005 T Th 1/10 - 3/15 5:30 - 8:30 PM

LILNG-710-001 T Th 3/27 - 5/31 8:00 - 11:00 AM

LILNG-710-002 M W F 3/26 - 6/01 8:00 - 10:00 AM

LILNG-710-003 M W F 3/26 - 6/01 10:00 AM - 12:00 PM

LILNG-710-004 S Su 3/31 - 6/03 1:00 - 4:00 PM

LILNG-710-005 T Th 3/27 - 5/31 5:30 - 8:30 PM

Basic Reading 1**\$170**

LILNG-480-001 M W F 1/09 - 3/16 10:00AM - 12:00 PM

LILNG-480-001 M W F 3/26 - 6/01 10:00AM - 12:00 PM

Basic Communication 1**\$170**

LIBSC-100-001 M W F 1/09 - 3/16 12:00 - 2:00 PM

LIBSC-100-002 T Th 1/10 - 3/15 5:30 - 8:30 PM

LIBSC-100-001 M W F 3/26 - 6/01 12:00 - 2:00 PM

LIBSC-100-002 T Th 3/27 - 5/31 5:30 - 8:30 PM

Basic English for Healthcare \$170

LILNG-325-001 M W F 1/09 - 3/16 12:00 - 2:00 PM

LILNG-325-001 M W F 3/26 - 6/01 12:00 - 2:00 PM

Basic English for Business \$170

LILNG-515-001 T Th 1/10 - 3/15 8:00 - 11:00 AM

LILNG-515-001 T Th 3/27 - 5/31 8:00 - 11:00 AM

Basic Spanish 1**\$100**

LILNG-160-001 M W 1/09 - 2/28 12:30 - 1:30 PM

LILNG-160-002 T 1/10 - 2/27 6:00 - 8:00 PM

LILNG-160-001 M W 3/26 - 5/16 12:30 - 1:30 PM

LILNG-160-002 T 3/27 - 5/15 6:00 - 8:00 PM

Basic Spanish 2**\$100**

LILNG-260-001 T Th 1/10 - 3/01 12:30 - 1:30 PM

LILNG-260-002 Th 1/12 - 3/01 6:00 - 8:00 PM

LILNG-260-001 T Th 3/27 - 5/17 12:30 - 1:30 PM

LILNG-260-002 Th 3/29 - 5/17 6:00 - 8:00 PM

Basic Somali 1**\$100**

LILNG-165-001 M W 1/09 - 2/28 1:00 - 2:00 PM

LILNG-165-002 T 1/10 - 2/27 6:00 - 8:00 PM

LILNG-165-001 M W 3/26 - 5/16 1:00 - 2:00 PM

LILNG-165-002 T 3/27 - 5/15 6:00 - 8:00 PM

Basic French 1**\$100**

LILNG-170-001 M W 1/09 - 2/28 12:00 - 1:00 PM

LILNG-170-002 Th 1/12 - 3/01 6:00 - 8:00 PM

LILNG-170-001 M W 3/26 - 5/16 12:00 - 1:00 PM

LILNG-170-002 Th 3/29 - 5/17 6:00 - 8:00 PM

Spanish for Healthcare \$120

Dublin Campus:
LILNG-180-901 M 3/26 - 5/14 6:00 - 8:00 PM

Summer 2012

Basic English 1 \$148

LILNG-0101-001 M W F 6/18- 8/10 10:00 AM - 12:00 PM
LILNG-0101-002 M W 6/18- 8/08 5:30 - 8:30 PM
LILNG-0101-003 S SU 6/23- 8/12 10:00 AM - 1:00 PM

Basic English 2 \$148

LILNG-0102-001 M W F 6/18- 8/10 10:00 AM - 12:00 PM
LILNG-0102-002 M W 6/18- 8/08 5:30 - 8:30 PM
LILNG-0102-003 S SU 6/23- 8/12 10:00 AM - 1:00 PM

Delaware Campus:
LILNG-0102-901 M W 6/18 -8/08 5:30 - 8:30 PM

Basic English 3 \$148

LILNG-0103-001 M W F 6/18 - 8/10 8:00 - 10:00 AM
LILNG-0103-002 T Th 6/19 - 8/09 8:00 - 11:00 AM
LILNG-0103-003 S Su 6/23 - 8/12 1:00 - 4:00 PM
LILNG-0103-004 T Th 6/19 - 8/09 5:30 - 8:30 PM

Delaware Campus:
LILNG-0103-901 M W 6/18 - 8/08 9:30 AM- 12:30 PM
LILNG-0103-902 M W 6/18 - 8/08 5:30 - 8:30 PM

Basic English 4 \$148

LILNG-0104-001 M W F 6/18 - 8/10 10:00 AM - 12:00 PM
LILNG-0104-002 M W F 6/18 - 8/10 8:00 AM - 10:00 AM
LILNG-0104-003 T Th 6/19 - 8/09 11:00 AM - 2:00 PM
LILNG-0104-004 S Su 6/23 - 8/12 1:00 PM - 4:00 PM
LILNG-0104-005 M W 6/18 - 8/08 5:30 PM - 8:30 PM

Delaware Campus:
LILNG-0104-901 M W 6/18 - 8/08 9:30 AM - 12:30 PM
LILNG-0104-902 M W 6/18 - 8/08 5:30 PM - 8:30 PM

Basic English 5 \$148

LILNG-0105-001 T Th 6/19 - 8/09 8:00 - 11:00 AM
LILNG-0105-002 M W F 6/18 - 8/10 8:00 - 10:00 AM
LILNG-0105-003 M W F 6/18 - 8/10 10:00 AM - 12:00 PM
LILNG-0105-004 S Su 6/23 - 8/12 1:00 - 4:00 PM
LILNG-0105-005 T Th 6/19 - 8/09 5:30 - 8:30 PM
LILNG-0105-006 M W 6/18 - 8/08 5:30 - 8:30 PM

Delaware Campus:
LILNG-0105-901 T Th 6/19 - 8/09 9:30 AM - 12:30 PM
LILNG-0105-902 T Th 6/19 - 8/09 5:30 - 8:30 PM

Basic English 6 \$148

LILNG-0106-001 M W F 6/18 - 8/10 8:00 - 10:00 AM
LILNG-0106-002 M W F 6/18 - 8/10 10:00 AM - 12:00 PM
LILNG-0106-003 T Th 6/19 - 8/09 8:00 - 11:00 AM
LILNG-0106-004 S Su 6/23 - 8/12 1:00 - 4:00 PM
LILNG-0106-005 M W 6/18 - 8/08 5:30 - 8:30 PM
LILNG-0106-006 T Th 6/19 - 8/09 5:30 - 8:30 PM

Basic English 7 \$148

LILNG-0107-001 T Th 6/19 - 8/09 8:00 - 11:00 AM
LILNG-0107-002 M W F 6/18 - 8/10 8:00 - 10:00 AM
LILNG-0107-003 M W F 6/18 - 8/10 10:00 AM - 12:00 PM
LILNG-0107-004 S Su 6/23 - 8/12 1:00 - 4:00 PM
LILNG-0107-005 T Th 6/19 - 8/09 5:30 - 8:30 PM

Delaware Campus:
LILNG-0107-901 M W F 6/18 - 8/10 9:00 AM - 11:00 AM

Basic English 8 \$148

LILNG-0108-001 M W F 6/18 - 8/10 8:00 - 10:00 AM
LILNG-0108-002 M W F 6/18 - 8/10 10:00 AM - 12:00 PM
LILNG-0108-003 T Th 6/19 - 8/09 8:00 - 11:00 AM
LILNG-0108-004 S Su 6/23 - 8/12 1:00 - 4:00 PM
LILNG-0108-005 M W 6/18 - 8/08 5:30 - 8:30 PM
LILNG-0108-006 T Th 6/19 - 8/09 5:30 - 8:30 PM

Basic English 9 \$148

LILNG-0109-001 T Th 6/19 - 8/09 8:00 - 11:00 AM
LILNG-0109-002 M W F 6/18 - 8/10 8:00 - 10:00 AM
LILNG-0109-003 M W F 6/18 - 8/10 12:00 - 2:00 PM
LILNG-0109-004 S Su 6/23 - 8/12 1:00 - 4:00 PM
LILNG-0109-005 T Th 6/19 - 8/09 5:30 - 8:30 PM

Delaware Campus:
LILNG-0109-901 M W F 6/18 - 8/10 9:00 AM - 11:00 AM

Reading Skills 1 \$148

LILNG-0120-001 M W F 6/18 - 8/10 12:00 - 2:00 PM

Basic Communication 1 \$148

LIBSC-0100-001 T Th 6/19 - 8/09 11:00AM - 2:00 PM
LIBSC-0100-002 T Th 6/19 - 8/09 5:30 - 8:30 PM

Basic Communication 2 \$148

LIBSC-0150-001 T Th 6/19 - 8/09 11:00AM - 2:00 PM
LIBSC-0150-002 M W 6/19 - 8/09 5:30 - 8:30 PM



Summer 2012 (continued)

Basic English for Healthcare \$148

LILNG-0125-001 M W F 6/18 - 8/10 12:00 - 2:00 PM

Basic English for Business \$148

LILNG-0130-001 T Th 6/19 - 8/09 8:00 - 11:00 AM

Basic Spanish 1 \$100

LILNG-0201-001 M W 6/18 - 8/08 12:00 - 1:00 PM

LILNG-0201-002 S 6/23 - 8/11 9:00 - 11:00 AM

Basic Spanish 2 \$100

LILNG-0202-001 T Th 6/19 - 8/09 12:00 - 1:00 PM

LILNG-0202-002 Th 6/21 - 8/09 6:00 - 8:00 PM

Basic Somali 1 \$100

LILNG-0225-001 T Th 6/19 - 8/09 11:00AM - 12:00 PM

LILNG-0225-002 T 6/19 - 8/07 6:00 - 8:00 PM

Basic French 1 \$100

LILNG-0250-001 M W 6/18 - 8/08 12:00 - 1:00 PM

LILNG-0250-002 S 6/23 - 8/11 1:00 - 3:00 PM



Online Language Courses

www.csc.edu/workforce/online

Beginning Conversational French \$99

Discover how easy it can be to learn common words and phrases for both leisure and business.

Conversational Japanese \$99

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.

Easy English 1 \$99

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies.

Easy English 2 \$99

In this easy and fun course, you'll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions.

Easy English 3 \$99

Build on language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

Grammar for ESL \$99

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

Instant Italian \$99

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Spanish for Law Enforcement \$99

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

Spanish for Medical Professionals \$99

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Spanish in the Classroom \$99

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Speed Spanish \$99

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

Speed Spanish II \$99

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency.



Courses

Spanish for Banking **\$165**

Spanish for Banking is a self-paced, online Spanish course designed for banking and credit union professionals wanting to communicate with their Spanish-speaking customers. In addition to basic greetings and general Spanish vocabulary, the course also covers customer service terms, phrases dealing with opening an account, cashing a check, depositing a check, withdrawals and transfers, applications, and general banking vocabulary.

16 hours 6-month access Self-paced

Spanish for Construction **\$165**

Spanish for Construction is a self-paced, online Spanish course designed for construction workers, contractors, foreman, and anybody who works with Spanish-speaking employees and co-workers in the construction industry. In addition to basic greetings and general Spanish vocabulary, the course also covers building areas, hand tools, power tools, construction equipment, building supplies, hardware, landscaping, painting, and electrical terms, safety equipment, and supervisory expressions.

16 hours 6-month access Self-paced

Spanish for Educators **\$165**

Spanish for Educators is a self-paced, online Spanish course designed for teachers, administrators, front office staff, and anyone working with Spanish-speaking students and parents. In addition to basic greetings and general Spanish vocabulary, the course also covers phrases for the reception area, registration, classroom items, phrases for younger students, study skills, behavior, school rules, and course titles.

16 hours 6 month access Self-paced

Spanish for EMT's and Paramedics **\$165**

Spanish for EMTs & Paramedics is a self-paced, online Spanish course designed for EMTs, Paramedics, and Emergency Responders dealing with medical situations with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers responding to emergencies, common injuries, water emergencies, body parts, organs, the examination, pain descriptions, patient care, asking for intake information, medical history, and insurance vocabulary.

16 hours 6 month access Self-paced

Spanish for Firefighters **\$165**

Spanish for Firefighters is a self-paced, online Spanish course designed for firefighters and emergency responders during a fire situation wanting to communicate with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers

firefighting vocabulary and phrases, fire and life safety inspections, water emergencies, general emergencies & common injuries, medical vocabulary, intake information, building areas, directions and safety equipment.

16 hours 6-month access Self-paced

Spanish for Food Service **\$165**

Spanish for Food Service is a self-paced, online Spanish course designed for restaurant managers, wait staff, cooks, and anyone working with Spanish-speaker employees and co-workers. In addition to basic greetings and general Spanish vocabulary, the course also covers hiring, training, job expectations, job performance, accidents and emergencies, menu terms, meats, seafood, fruits, vegetables, beverages, service station, condiments, types of china and flatware, room set-up, and cleaning supplies.

16 hours 6-month access Self-paced

Spanish for Health Care **\$165**

Spanish for Health Care is a self-paced, online Spanish course designed for nurses, doctors, health care administrators, front desk workers, and anyone working with Spanish-speaking patients. In addition to basic greetings and general Spanish vocabulary, the course also covers job titles, admissions and initial intake, insurance terms, body parts and organs, medical history, patient examination, discharge instructions, and common injuries and accidents.

16 hours 6-month access Self-paced

Spanish for Hospitality **\$165**

Spanish for Hospitality is a self-paced, online Spanish course designed for hotel and housekeeping supervisors of Spanish-speaking employees and guests. In addition to basic greetings and general Spanish vocabulary, the course also covers lodging vocabulary, housekeeping phrases, cleaning supplies, maintenance and grounds terms, hiring, training, job expectations, and job performance.

16 hours 6-month access Self-paced

Spanish for Human Resources **\$165**

Spanish for Human Resources is a self-paced, online Spanish course designed for HR professionals and anyone hiring Spanish-speaking employees. In addition to basic greetings and general Spanish vocabulary, the course also covers job titles, departments, reception terms, employment applications, verification and pay, payroll, benefits, medical insurance, hiring, training, job expectations, job performance, and accidents and common injuries.

16 hours 6-month access Self-paced



Spanish for Law Enforcement \$165

Spanish for Law Enforcement is a self-paced, online Spanish course designed for Police Officers and Law Enforcement Personnel wanting to communicate with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers law enforcement occupations, departments and units, interviewing the public, law enforcement commands and phrases, traffic laws and problems, the raid, weapons, accidents and injuries, people descriptions, and the Miranda Warning.

16 hours 6-month access Self-paced

Spanish for Manufacturing \$165

Spanish for Manufacturing is a self-paced, online Spanish course designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a manufacturing setting. In addition to basic greetings and general Spanish vocabulary, the course also covers job titles, factory vocabulary, common actions and commands, hand tools, power tools, supplies and materials, hardware, clean-up terms, measurements, safety equipment, job expectations, job performance, supervisory terms, schedules and shifts, and hazardous materials.

16 hours 6-month access Self-paced

Spanish for Public Safety Officers \$165

Spanish for Public Safety Officers is a self-paced, online Spanish course designed for public safety officers and emergency responders who want to communicate with the Spanish-speaking public. The course incorporates law enforcement, firefighting, and EMT/Paramedic vocabulary. In addition to basic greetings and general Spanish vocabulary, the course also covers emergency responder occupations, departments and units, interviewing the public, law enforcement commands and phrases, traffic laws and problems, the raid, weapons, firefighting terms and phrases, fire and life safety inspections, water emergencies, body parts and organs, accidents and injuries, pain descriptions, people descriptions, and the Miranda Warning.

16 hours 6-month access Self-paced

Spanish for Social Services \$165

Spanish for Social Services is a self-paced, online Spanish course designed for social workers, counselors, non-profit office staff and administrators, ministers, and anyone working with Spanish-speakers in an outreach capacity. In addition to basic greetings and general Spanish vocabulary, the course also covers job titles and people, the outreach visit, social work terms, interview phrases, insurance vocabulary, medical history, feelings, agency services, common places, accidents/common injuries and emergencies.

16 hours 6-month access Self-paced

Spanish for the Workplace \$165

Spanish for the Workplace is a self-paced, online occupational Spanish course that seeks to bridge the communication gap between English and Spanish-speaking co-workers and clients. The course is designed for beginning Spanish learners who simply want to communicate in basic Spanish as well as the opportunity to learn approximately 700 commonly used Spanish words and phrases in the workplace.

16 hours 6-month access Self-paced

Spanish for Warehouse and Distribution Centers \$165

Spanish for Warehouses & Distribution Centers is a self-paced, online Spanish course designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a warehouse or distribution center setting. In addition to basic greetings and general Spanish vocabulary, the course also covers warehouse terms, forklift parts and phrases, building areas, directions, common actions and commands, supplies and materials, hardware, clean-up terms, measurements, safety equipment, job expectations, job performance, supervisory terms, schedules and shifts, and hazardous materials.

16 hours 6-month access Self-paced

Lean/Six Sigma Certification

➤ Courses and ISO/Quality



Comprehensive Lean/Six Sigma Training Program Creates Limitless Opportunities

What grew out of manufacturing is now having the same powerful success in any enterprise.

Lean/Six Sigma as a business improvement system provides a methodology for studying, analyzing and improving business processes in all areas of the organization. Lean becomes a powerful strategic and operational capability to capture market share and leverage assets and profitability.

Lean/Six Sigma Black Belt Training Certification Course \$7,499

Blended learning platform of instructor-led and online instruction for independent study

This is an **Independent Study** program allowing you to begin your journey anytime.

Class schedule: This is an Independent Study program allowing you to begin your journey anytime.

The structure of this course is designed to provide strong spaced-interval live instruction contacts and review within the six-month course sequence from the first day you start to final project presentation. Remember, you schedule your personal instructor live "touch points" and create your own schedule.

This training and certification course is designed for use and understanding at all levels of an organization. This course provides the learning development for engineers, front line supervisors, management, business unit managers, program managers and other practitioners who will be conducting Lean/Six Sigma projects. This course provides much greater knowledge and skills mastery of statistical tools, data analysis and Design of Experiments than the Lean Six/Sigma Green Belt program. Minimum algebra-level math skills and ability to use formulas and functions in MS Excel is recommended.

Certification Requirements

- Certification by Columbus State Community College and includes readiness for American Society for Quality (ASQ)
- You will be asked to demonstrate knowledge mastery through the interactive practice exercises, supplemental exercises and quizzes
- One project completion including all elements required by the Master Black Belt within one year of class completion
- Passing the online final exam with 75% minimum (open book)

Instructor: Rob Jostes has over 23 years of experience in leading continuous improvement projects in manufacturing and service industries. Rob is a Master Black Belt and has taught and mentored Lean/Six Sigma Black Belt, Green Belt and Lean Master training in manufacturing, health and service industries.

Lean/Six Sigma Green Belt Certification

\$5,995

This is an **Independent Study** program allowing you to begin your journey anytime.

This Lean/Six Sigma Green Belt Certification course is a blended learning program that incorporates 6 Instructor-led personal Classroom sessions (12 total contact hours) dedicated to only you and 12 Online sessions (approx. 90 hrs). This structure provides an excellent blend of learning methods to allow flexibility yet offers the highly desirable instructor-led learning support environment. Your Master Black Belt Instructor will schedule your six personal learning sessions with you to accommodate your schedule over the several months journey through your DMAIC learning process. He will guide you through review and mastery of any of the online learning tools, concepts and methods, and the selection, implementation, and data analysis of your project scope. Your instructor will also be available by phone and e-mail to answer questions and provide support and guidance throughout your entire journey and project completion.

Each session is a collection of related lessons, practice exercises and includes an interactive quiz at the end of the session. All course material is available online or provided you. The online sessions may be started, stopped, bookmarked, and resumed at any point and the content is delivered on-demand according to your schedule.

The Lean/Six Sigma Green Belt certification course will provide you a solid knowledge of the theory, composition and implementation of a Lean/Six Sigma initiative. The Lean/Six Sigma Green Belt is a practitioner who understands how to use the various tools in the Lean/Six Sigma toolbox and when and where to use them specifically within their work environment. You will receive hands-on training on the Lean tools and become very knowledgeable to lead Lean initiatives. You will also become proficient in all the basic analytical tools necessary to define, measure, analyze, improve, and control Green Belt improvement projects with the exception of design and analysis of experiments. This LSS Green Belt Certification Course is consistent with the ASQ Body of Knowledge.

Target Audience: This training and certification course is designed for use and understanding at all levels of an organization. This course provides the learning development for business unit leaders, technicians, operators, data specialists, etc., and other practitioners who will lead or support Lean/Six Sigma projects. Minimum algebra-level math skills and ability to use formulas and functions in MS Excel is recommended.

PREREQUISITE: None

Instructor: Rob Jostes has over 23 years experience in leading continuous improvement projects in manufacturing and service industries. Rob is a Master Black Belt and has taught and mentored Lean/Six Sigma Black Belt, Green Belt, and Lean Master training in manufacturing, health, and service industries. During his 12 years with General Electric, he installed an ISO 9001 Quality System and was the Management Representative for the plant. He was also in the first wave of Six Sigma Master Black Belts for GE. Rob was with Cardinal Health for 8 years where he championed and led Lean/Six Sigma projects in Manufacturing, Supply Chain, and Back Office processes. He has trained hundreds of Black and Green Belts, as well as Lean Masters and Project Sponsors, in many countries throughout the world.



Online Six Sigma and Quality Courses

www.csc.edu/workforce/online

Six Sigma: Total Quality Applications \$99

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Total Quality Fundamentals \$99

Learn the basics of total quality management.

Lean Manager Certificate Course \$699

CPEQTY-101-001 T W TH 1/23- 1/25/2012 8:00 AM – 4:30 PM

CPEQTY-101-001 T W TH 4/17- 4/19/2012 8:00 AM – 4:30 PM

This course provides you with an introduction and mastery to the fundamentals of Lean. Incorporating an introduction to all aspects of Lean, this course is designed to transfer knowledge and skill in planning and implementation through interactive learning and examples to anyone who is leading and/or is on a Lean implementation team for any enterprise or industry. Participants will be able to recognize the value and importance of Lean to an organization's operations and identify opportunities for improvement back on their jobs whether on a shop floor or back office. As a result of this training course, participants will be able to contribute to improvement projects in their own institution, government, business, or industry operations.

Target Audience: Lean concepts are appropriate for any functional area within any organization. Lean principles can be applied to any value stream within every aspect of a business, government, non-profit operation, including healthcare, manufacturing and factory management, logistics and supplier management, customer relations, office processes, product design and engineering, and curriculum design and delivery.

PREREQUISITE: None

Instructors TBD

➤ Manufacturing



Online Chemical Operators Program **\$995**

BIPDV-703-001

Chemical Operators need a wide range of chemical, process and safety knowledge. This new collaborative, on-line program provides the training new operators need and advances skills for current operators. You can complete this comprehensive online training course in as little as 3 months (64-contact hours).

Course content includes:

- Applied Mathematics (15 hours)
- Chemical Theory (15 hours)
- Safety, Health & Environmental (16 hours)
- Mechanical Systems (16 hours)

Online Manufacturing Courses

www.csc.edu/workforce/online

ed2go[®]

Manufacturing Applications **\$99**

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Manufacturing Fundamentals **\$99**

Learn the basic skills required to work in the manufacturing field.

Supply Chain Management Fundamentals **\$99**

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Logistics

Distribution and Logistics Management **\$99**

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction and improve operational throughput.

Personal Enrichment <



Online Personal Enrichment Courses

www.csc.edu/workforce/online

Academic Enrichment

Creating K-12 Learning Materials \$99

Increase student performance and earn extra income by converting your ideas for instructional aides into reality.

Empowering Students with Disabilities \$99

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

Introduction to Algebra \$99

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Math Refresher \$99

Gain confidence in your basic math skills and start using math to your advantage.

Merrill Ream Speed Reading \$99

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Ready, Set, Read! \$99

A learning specialist shows you how to raise a successful reader and writer.

Art and Music

Discover Digital Photography \$99

An informative introduction to the fascinating world of digital photography equipment.

Drawing for the Absolute Beginner \$99

Gain a solid foundation in drawing and become the artist you've always dreamed you could be.

Introduction to Guitar \$99

Master basic guitar skills and become the musician you've always wanted to be.

Music Made Easy \$99

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Secrets of Better Photography \$99

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

Family

Assisting Aging Parents \$99

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

Enhancing Language Development in Childhood \$99

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Genealogy Basics \$99

Learn where to look, who to contact and how to use research tools to begin an exciting and fascinating exploration of your roots.

Guiding Kids on the Internet \$99

Gain confidence and experience so you can help your children discover all the Internet has to offer.

Homeschool with Success \$99

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Understanding Adolescents \$99

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

Health

Handling Medical Emergencies \$99

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Lose Weight and Keep It Off \$99

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

Luscious, Low-Fat, Lightning-Quick Meals \$99

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious.

Personal Management

Get Assertive! \$99

Find out how you can stop others from intimidating you or treating you poorly.

Get Funny! \$99

Learn how to use humor to speak more effectively, write better, and increase your popularity..

Going Green at Home \$99

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly.

Goodbye to Shy \$99

Become more confident in social, professional and romantic situations.

Introduction to Stock Options \$99

Learn how stock options can protect your portfolio and help you profit in any type of market.

Keys to Successful Money Management \$99

Certified financial planner shows you how most wealthy people build their fortunes.

Learn to Buy and Sell on eBay \$99

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

Listen to Your Heart, and Success Will Follow \$99

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Mastering Public Speaking \$99

In this course, students will learn how to speak confidently and persuasively to both large audiences and small groups. They will master the art of verbal and nonverbal communication, find out how to overcome their fear of public speaking, learn how to organize and

deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.

Nonprofit Fundraising Essentials \$99

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

Personal Finance \$99

Protect your assets and discover how best to achieve all your financial goals.

Protect Your Money, Credit, and Identity \$99

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.

Skills for Making Great Decisions \$99

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

Starting a Nonprofit \$99

Industry veteran shows you how to take a nonprofit business from vision to reality.

Stocks, Bonds, and Investing: Oh, My! \$99

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

The Analysis and Valuation of Stocks \$99

Discover valuable techniques that show you step-by-step how to research and value stocks.

Twelve Steps to a Successful Job Search \$99

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

Where Does All My Money Go? \$99

Learn how to get control of your money once and for all.

Writing

A Writer's Guide to Descriptive Settings \$99

Develop your eye for detail and improve your writing with vivid.

Advanced Fiction Writing \$99

Explore advanced fiction writing techniques with a published novelist.

Beginner's Guide to Getting Published \$99

A published writer shows you how to give yourself the credibility you need to get your books and articles published.

Beginning Writer's Workshop \$99

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.



Breaking Into Sitcom Writing \$99

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.

Introduction to Internet Writing Markets \$99

A professional writer shows you how to make money writing on the Internet.

Introduction to Journaling \$99

Discover how journaling can help you learn more about yourself; explore your dreams, values and beliefs; improve your health; survive unwanted change; succeed in your career and express your creativity.

Mystery Writing \$99

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

Pleasures of Poetry \$99

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

Research Methods for Writers \$99

Learn the most efficient and effective methods to conduct research for any writing project.

The Craft of Magazine Writing \$99

If you're a determined new writer, this class will provide you with the skills you need to get published.

Travel Writing \$99

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Write and Publish Your Nonfiction Book \$99

Become a professional author or advance your career by learning to write, edit and publish nonfiction books of all types.

Write Fiction Like a Pro \$99

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

Write Your Life Story \$99

Learn how to create and distribute an inspirational and professional autobiography for family, friends and others.

Writeriffic: Creativity Training for Writers \$99

Banish writer's block forever with these tricks from the published writer's toolbox.

Writeriffic 2: Advanced Creativity Training for Writers \$99

This advanced writing course will increase your creativity—whether you're writing for personal satisfaction or to launch a career.

Writing and Selling Self-Help Books \$99

Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling.

Writing for Children \$99

A published children's author shows you how to touch the hearts of children by creating books for them.

Writing for ESL \$99

Learn how to write in English more effectively to succeed in college and at work.





www.csc.c.edu/workforce/online

Extraordinary Customer Service

\$145

2/6 - 3/2/12 Last day to register: 2/9/12

One-month instructor led

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

Instructor: Nanette Sanders-Cobb

Practical Math for the Workplace

\$145

2/6 - 3/2/12 Last day to register: 2/9/12

One-month instructor led

For anyone interested in acquiring the skills needed to understand and perform common business activities such as payroll, banking, invoicing, and purchasing. Business owners and managers will find this course particularly beneficial in providing a clear and understandable insight into the basic mathematical skills and processes needed to perform financial tasks required in the workplace. This course provides a basic foundation for understanding the practical applications of mathematics in common workplace activities.

Instructors: Constance Yates



Certifications (Academic Enrichment)

Paraprofessional (Teachers Aide) Certification

\$3,499

The eight course programs will prepare you to assist classroom teachers in instruction of mathematics, reading and writing. The required courses include topics in teaching mathematics, reading and writing, an overview of the job of Instructional Paraprofessional and an introduction to child development. The elective courses allow students to explore areas related to instruction including classroom management skills, teaching and learning theories and instructional methods. The Instructional Paraprofessional Certification Program will help prepare you to pass the Educational Testing Services ParaPro Exam or other skills assessment exams and to pass any observation-based certification programs required by your state. Books Included

208 hours 12-month access Instructor supported
Courses (Academic Enrichment)

GED Math Review

\$350

This course will review the skills necessary to pass the Mathematics portion of the GED. Topics that will be covered include: Whole numbers and Operations, Decimal Numbers and Operations, Fraction and Operations, Statistics and Data, Percents, Probability, Algebra and Geometry.

32 hours 7-week access Instructor supported

GED Reading Review

\$295

This course will review the skills necessary to pass the Reading portion of the GED. Topics that will be covered include: Interpreting Prose Fiction, Interpreting Poetry, Interpreting Drama and Interpreting Prose Nonfiction.

16 hours 5-week access Instructor supported

GED Review Comprehensive

\$745

This course will review the skills necessary to pass the GED. Students will review the basic skill needed to pass each of the five tests: Reading, Writing, Mathematics, Science and Social Studies.

64 hours 14-week access Instructor supported

GED Science Review

\$305

This course will review the skills necessary to pass the Science portion of the GED. Topics that will be covered include: Biology, Earth and Space Science and Physical Science.

16 hours 5-week access Instructor supported

GED Social Studies Review

\$305

This course will review the skills necessary to pass the Social Studies portion of the GED. Topics that will be covered include: World History, US History, Civics and Government, Economics and Geography.

16 hours 5-week access Instructor supported

GED Writing Review

\$305

This course will review the skills necessary to pass the Writing portion



of the GED. Topics that will be covered include: Basic English Usage, Sentence Structure, Grammar, and Organization.

16 hours 5-week access Instructor supported
Courses (Family)

Introduction to Genealogy - Building Your Family Tree **\$305**

Who Are Your Ancestors? What were they like? How and where did they live? Ever considered learning more about your family history? Learn to trace your family's roots and start your own family tree. This class will help you learn how to begin your hunt, introducing you to the resources available for performing genealogical research. Learn how to find online databases, obtain vital (birth, marriage, and death) records, and discover the resources available at Family History Library branches across the US.

16 hours 5-week access Instructor supported

Positive Parenting **\$305**

Parents, teachers and other that work children will learn to use Positive Discipline to encourage self-respect, self-discipline, cooperation, good behavior and problem-solving skills in their children. Topics to be covered include how to create natural and logical consequences, how to effectively encourage children and the four mistaken goals of behavior.

16 hours 5-week access Instructor supported

Reaching Out to the Strong-Willed Child **\$255**

Parenting or teaching a strong-willed child can be a challenge on even the best of days. The way they respond to world and to you is different from that of most other children. And the techniques you use to reach other children don't work on them or worse, backfire completely. The way to reach them is not to break their will but to channel it so that it becomes an asset to them as they grow older. In this course we will explore various approaches to working with these challenging children that also work great on the less challenging ones.

16 hours 5-week access Instructor supported

Tracing Your Civil War Ancestry **\$255**

Does your genealogy research include Civil War Ancestors? Trace an ancestor who served in the Civil War through a large variety of sources of material. Civil War records were kept in greater detail than previous wars.

16 hours 5-week access Instructor supported



Courses (Personal Management)

Becoming an Extraordinary Problem Solver **\$225**

Identified by many as a career-survival skill for the new millennium, problem solving is increasingly important at all levels in the organization. We are all problem solvers. Problems arise and we find ways to avoid them, adapt to them, or solve them. The extraordinary problem solver does much more by turning problems into opportunities. Learn the skills that take you beyond ordinary problem solving. Tools and techniques give you step by step guidance for solving your most challenging problems.

8 hours 3-week access Instructor supported

Brain Boosters **\$225**

Most workers today, regardless of their position and responsibilities, face an overwhelming need to use their brains more effectively. Learning and adapting to changing demands are the critical survival skills for today and the future. This course will help you sharpen your learning, remembering, and thinking skills through stimulating exercises and practical experiences. During the course, you'll explore your current strategies for learning and remembering as you map out techniques for dealing with new information and skills. Hands-on practice with concentration boosters and learning techniques can help you increase your effectiveness at work while decreasing fatigue. Your success in the business environment today and in the future depends on life-long learning. This course will help you develop personalized strategies for meeting this critical challenge.

8 hours 3-week access Instructor supported

Dealing Positively with Conflict **\$225**

Conflict is an inevitable part of work life. It can block effectiveness or boost results, depending on how you deal with it. Explore your preferred approaches to conflict resolution and learn new strategies for resolving workplace conflict in this dynamic on-line course. Apply conflict resolution skills using practice scenarios and real situations. Prepare for anticipated conflict and lay the groundwork for positive interactions using the practical tools provided in this course.

8 hours 3-week access Instructor supported

Fundamentals of Instructional Design **\$270**

Students will explore ways in which courses can be designed. Students will be introduced to the ADDIE design model and other design models that may work in other environments. Students will write instructional objectives and design a unit of instruction and assessments that support the instructional objects. Students will plan an evaluation of their instructional materials.

16 hours 5-week access Instructor supported



First Responders and Safety Professionals—Responding to the needs of today's first responders!

The Center for Workforce Development is committed to providing educational, interactive and effective environmental health and safety training. Our safety-related training programs are available to individuals and businesses.

High-Rise/High-Hazard Building Safety Training **\$249**

CPESAF 130 001	M	1/23	8:00 AM - 3:00 PM
		1/30	8:00 AM - 12:00 PM
CPESAF 130	M	4/23	8:00 AM - 3:00 PM
		4/30	8:00 AM - 12:00 PM
CPESAF 130	M	8/20	8:00 AM - 3:00 PM
		8/27	8:00 AM - 12:00 PM
CPESAF 130	M	10/15	8:00 AM - 3:00 PM
		10/22	8:00 AM - 12:00 PM

Instructor: George Hudak **10 hours**

This training program will prepare high-rise and high-hazard building safety personnel for their role as Fire Safety Directors. Participants in the program will be taught the tools to protect occupants and to reduce damage or destruction to the building and its contents. The learning outcomes for this program include fire safety planning, evacuation planning, safety control teams, fire prevention programs and WMD protection plans.

PREREQUISITES: None

Motorcycle Ohio



Registration Begins 2/06/12 at 12:01AM

The Motorcycle Ohio Rider Education Program is in partnership with the Ohio Department of Public Safety. Persons wanting to learn how to ride or wanting to get their motorcycle endorsement may register for these programs.

Beginner Rider Course (BRC)

This 16-hour BRC is the recommended class for beginning riders. If you already ride but have never taken a safety course, the BRC also contains many tips and practices for riders of intermediate skills regardless of how many years/miles you've accrued. Motorcycles and helmets are provided. Ohio law requires this class for 15 ½ to 17 year-old riders. BRC students must have a validated temporary motorcycle learner's permit (TIPIIC) or a valid motorcycle endorsement.

Beginner Rider Course-Returning Rider (BRC-RR)

The 9-hour BRC-RR is the recommended class for returning riders or riders that have prior experience but no motorcycle endorsement on their driver license. Motorcycles and helmets are provided. BRC-RR students must have a validated temporary motorcycle learner's permit (TIPIIC) or a valid motorcycle endorsement.

Experienced Rider Course (ERC/BRC2)

Designed primarily for advanced riders, students must have a motorcycle endorsement on their driver license and have been riding for at least 1 year and/or 1,000 miles. Riders taking the course must provide their own motorcycle, proof of insurance, safety gear, and pass a motorcycle safety check.

For Schedule and Registration information, please visit:

www.motorcycle.ohio.gov

Class Location: Ohio Department of Public Safety,
1970 W Broad St, Columbus, 43223



Industrial and Skilled Trades

www.cscce.edu/workforce/online

Environmental Health and Safety Compliance Training **\$1,450**

The risk of not complying with federal regulations is a high price to pay for today's enterprises. Whether your organization operates in an office, the field or production environment, violations fines, and plant shutdowns can have a significant impact on business and the bottom line. Today's organizations strive to maintain a culture where employees feel motivated and productive. A safe and healthy work environment also helps to reduce costly turnover. Our ES&H solution offers hundreds of hours of approved courseware, in addition to a robust and flexible infrastructure and a proven methodology and implementation process. Over 95 courses topics include; OSHA, EPA and DOT hazardous materials. Self study.

125 hours 12 month access Self-paced

Emergency Response to Bio-Terrorism **\$750**

This eight-course program includes: INTRODUCTION TO MASS FATALITIES, This course is designed to provide the student with an overview of key issues to be addressed when developing mass fatalities response plans. EMERGENCY RESPONSE TO TERRORISM, This course is designed to provide workers with the knowledge and information on how best to respond to such an attack. WORKER SAFETY FOR DISASTER RESPONSE, This course is designed to provide workers with the knowledge, information, and basic skills to work safely at a disaster site, a natural event or man-caused incident. Five courses that address threat and response to: ANTHRAX, SMALLPOX, TULAREMIA, FOOD-BORNE AGENTS, and AGRICULTURAL AGENTS.

74 hours 12 month access Self-paced

HazWoper 24-Hour Moderate Risk **\$365**

This self-paced HazWoper education course on the Internet meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other "sites" as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises.

24 hours 12 month access Self-paced

OSHA- 30 Hour Construction Industry Training w/ Study Guide **\$625**

The OSHA 30 Hour Construction Industry Outreach Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Construction workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

30 hours 6 month access Self-paced

OSHA- 30 Hour General Industry Training w/Study Guide **\$625**

The OSHA 30 Hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910. General industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

30 hours 6 month access Self-paced



Certificates

Emergency Response to Bio-Terrorism \$750

This eight-course program includes: INTRODUCTION TO MASS FATALITIES, This course is designed to provide the student with an overview of key issues to be addressed when developing mass fatalities response plans. EMERGENCY RESPONSE TO TERRORISM, This course is designed to provide workers with the knowledge and information on how best to respond to such an attack. WORKER SAFETY FOR DISASTER RESPONSE, This course is designed to provide workers with the knowledge, information, and basic skills to work safely at a disaster site, a natural event or man-caused incident. Five courses that address threat and response to: ANTHRAX, SMALLPOX, TULAREMIA, FOOD-BORNE AGENTS, and AGRICULTURAL AGENTS.

74 hours 12 month access Self-paced

Environmental Health and Safety Compliance Training \$1,450

The risk of not complying with federal regulations is a high price to pay for today's enterprises. Whether your organization operates in an office, the field or production environment, violations fines, and plant shutdowns can have a significant impact on business and the bottom line. Today's organizations strive to maintain a culture where employees feel motivated and productive. A safe and healthy work environment also helps to reduce costly turnover. Our ES&H solution offers hundreds of hours of approved courseware, in addition to a robust and flexible infrastructure and a proven methodology and implementation process. Over 95 courses topics include; OSHA, EPA and DOT hazardous materials. Self study.

125 hours 12 month access Self-paced



Small Business Development Centers

Free Expert Business Advice
Consider Us Your Business Partner...Only Better!

The Ohio Small Business Development Center (SBDC) at Columbus State Community College is a public-private partnership supported by the U.S. Small Business Administration, the Ohio Department of Development, Columbus State Community College and local partners. Through our programs and services, we provide entrepreneurial development assistance and high-end business consulting to start-up and emerging business owners free of charge. You can register for our programs at www.csc.edu/sbdc/events.

BASE Start-Up Workshop

BASE provides the basics of business start up for those looking to turn their dreams into reality. Topics covered in BASE include legal business structures, research and tax requirements, research that must be done, how to market your product or service, how to write a business plan and access to sources of financing.

BizStartNow

Anyone can start a business. But to start a business that succeeds and continues to flourish isn't so easy. BizStartNow is here to get you started and moving in the right direction.

The BizStartNow program is an interactive session that will allow you to address various critical areas of a business such as legal, marketing and funding. Through a blend of instruction, coaching and group activities you will begin to develop the structure for the business you've dreamed of starting.

Session 1	Market Research and Brand Development
Session 2	Legal Structure and Funding
Session 3	Social Media, Sales Pipeline, and Business Operations

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Human Resource Essentials for Small Business

The seminar will address the practical essentials to attracting and recruiting employees to your small business. In these sessions you will learn what tips will get you the best candidates to interview, what are the legal requirements and practical administrative issues in record-keeping, payroll, training and so on, and what job descriptions are for, what are they comprised of, and how performance evaluations are used to improve employees and the business.

Session 1	Recruitment
Session 2	Legalities and administrative issues
Session 3	Performance

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

For Dates, Times and Registration, visit, www.csc.edu/sbdc/events

IRS Small Business Tax Workshop

Existing or prospective small business owners or the self-employed person can learn about their federal and state tax rights, requirements and responsibilities by attending the IRS Small Business Taxpayers' Workshop. The workshop is designed to provide a general overview of business taxes. Participants receive materials and the instruction necessary for compliance with federal and state business tax requirements. These workshops are offered free of charge and are sponsored by the Ohio Small Business Development Center, the Internal Revenue Service and the Ohio Department of Taxation.

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Market Your Way to Success!

Marketing is the heart and soul of your business. To be successful you have to know who your best customers are, what your customers want and then use that information to strategically position your product or service to be recognized by, appeal to and effectively persuade them to purchase. Come to the Market Your Way to Success series and learn how to present the best your company has to offer!

Session 1	Identifying and determining your target market.
Session 2	Building a branded message and image that works.
Session 3	Developing marketing strategies that sell.

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Product Design & Commercialization

This seminar will review and explore the steps needed to take the idea from a thought forward to the development of the drawing, design, models and prototypes. Learn how the steps are integrated concurrently with intellectual property (patents, trademarks, service marks, copyrights, secrets) and the critical marketing and manufacturing or production elements of commercialization.

Session 1:	Ideation and modeling
Session 2:	Prototype Development and Production
Session 3:	Marketing & Commercialization

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Successful Selling

Attend and allow us to lead you through the development of a simplified business strategy that will help you build long-term relationships and generate increased revenue by learning innovative ways to refocus and sharpen your sales approaches.

Session 1:	Relationship Building
Session 2:	Sales Funnel
Session 3:	Sales Techniques

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Strategic Planning: Planning for Economic Survival and Success

“Failing to Plan is Planning to Fail”

In these tough economic times, it's critical that each organization creates alignment and focus among its employees. The survival of your company depends upon getting everyone on the same page and creating efficiency. The best way to do this is to implement a strategic planning process.

Strategic planning helps you step back and look at your business strengths, weaknesses, opportunities and threats and see what you need to do to improve your performance and results. You will be surprised by the results of this program. It will help you avoid missteps and make sure everyone is working in the same direction toward the organization's survival and success.

Session 1:	Learn about the Strategic Plan process and how to apply it any time on any issue.
Session 2:	Select a strategic issue specific to his or her business.
Session 3:	Finish a first draft strategic plan for the issue.

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

**For Dates, Times and Registration, visit,
www.cscce.edu/sbdc/events**

How to get information and register for a non-credit class at Columbus State Community College

Where can I get information about non-credit courses?

- On the web: www.csccl.edu/Workforce
- By phone: (614) 287-5858
[En español: (614) 287-3929]
- By e-mail: cawdreg@csccl.edu
- In person: Non-Credit Registration Office, Room 1090
Community Education and Workforce
Development (315 Cleveland Ave.)
8:00 AM – 5:30 PM Monday – Thursday
8:00 AM – 4:30 PM Friday

What do I need to register for a non-credit class?

- Most classes are open to anyone at any time.
- Some classes have prerequisites that are noted in the course description.
- Some classes – such as Basic English, Language Arts and GED Preparation – require a placement test in order to be sure you start in the correct level. The Non-Credit Registration Office can give you information about testing schedules and costs for those classes.
- We accept registrations on a first-come, first-served basis.
- Class sizes are limited to ensure quality, so please register early.
- Be sure to check the policies of your class concerning the registration and drop deadlines.

Our online courses can be found at www.csccl.edu/workforce/online

Columbus State offers online courses in partnership with Gatlin Education/Ed2Go - www.ed2go.com/cpe and ProTrain www.theknowledgebase.org/csccl. Many of our online courses are instructor supported or instructor facilitated, meaning an instructor will be available to answer questions via e-mail, provide feedback on course assignments and coach students to meet course objectives on time. Other courses are entirely self-paced, with the student taking responsibility for reading the material, completing assessments and finishing the course within the prescribed time frame.

Some courses have specific start dates that are listed on the course enrollment page. These courses usually have classes

starting every 4 weeks. Many courses, however, can be started as soon as enrollment and payment have been completed.

How can I register for a non-credit class?

- On the web: You can register for most of our courses online at www.csccl.edu/cawd/register. Click on “Cougar Web for Continuing Education” and follow the steps to register for your classes. You may pay with a credit card at the time of registration or request to be invoiced for your class.
- By phone: (614) 287-5858
[En español: (614) 287-3929]
- In person: Community Education and Workforce Development (315 Cleveland Ave.)
Non-Credit Registration Office
Room 1090 during normal business hours
 - In-person payments may be made by credit/debit card, check or money order.
 - Cash payments must be made at the Cashier’s Office in Rhodes Hall.
- By mail: Complete the Registration Form in this catalog and mail it with your payment to:
Columbus State Community College
Center for Workforce Development
P.O. Box 1609
Columbus, OH 43216-1609
- By Fax: Complete the Registration Form in this catalog and fax it to (614) 287-5011.

What else do I need to know?

- For some classes you will need to purchase materials. You will receive this information when you register for the class.
- If you need to drop your class or change your schedule, you must contact the Non-Credit Registration Office.
- Unless otherwise noted, most non-credit classes are held in the Center for Workforce Development

(WD building). Contact the Non-Credit Registration Office if you have a question about where your class will meet.

Payment

Payment or appropriate information regarding payment (if your employer or an agency is paying) must be submitted at the time of registration. Payment methods:

- Money order, company check or personal check made payable to Columbus State Community College, if paying by mail or in person
- Company billing - please send a purchase order with your registration
- VISA, MasterCard, or Discover Card
- Eligible State Employee Educational Assistance

Tax Deductions for Educational Expenses

Treasury Regulation 1.625 permits an income tax deduction for educational expenses (including registration fees, travel, meals and lodging) undertaken to maintain and improve professional skills. Please determine how the regulation fits your situation.

Parking

- For classes that last less than 5 weeks, a complimentary parking pass will be sent to you upon registration.
- If your class lasts longer than 5 weeks, you should purchase a parking sticker if you plan to park on campus. Parking stickers cost \$25.00 and can be purchased by contacting the Non-Credit Registration Office.

Confirmation

A confirmation letter will be sent to you prior to the start of your class. If you have not received the confirmation letter prior to the start of the class, please call our office at 614-287-5858 or 1-800-621-6407, ext. 5858, to confirm your enrollment and arrange for a parking pass.

Cancellations and Substitutions

Substitutions may be made at any time for an individual registrant. If cancellations are made by the registrant up to 7 calendar days prior to the course, fees are fully refundable. Individuals and/or companies will be charged the full course fee for any cancellation, no-show or withdrawal if notification is not within 7 calendar days of the course date. Requests for cancellation/withdrawal must be in writing and faxed to the college at 614-287-5011. Columbus State reserves the right to cancel or re-schedule seminars at its discretion. Contact the Non-Credit Registration Office regarding the cancellation procedures or change of schedule for the Basic English courses and Academic Enrichment courses.

Student Records

You may access your own records for the purpose of review and may question their content in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974, as amended by Public Law 93-568.

Certificates

A Certificate of Completion will be awarded to those who complete the courses.

Disabilities

If you have a disability and need assistance, please contact the Disability Services office at 614-287-2570, or 1-800-621-6407, ext. 2570. All requests for reasonable accommodations should be made as soon as possible because accommodations may need to be scheduled weeks in advance. TDD users may call through the Ohio Relay Service at 1-800-750-0750.

Guarantee

All courses sponsored by Columbus State Community College are guaranteed. If you are not fully satisfied with the course, you may retake the course without fee under the following conditions:

- This guarantee applies to non-credit courses only.
- Participants are required to have attended 90% of the course.
- Requests must be made within 30 days of the final class meeting of the original course.
- Justification for invoking the guarantee must be provided in writing by the participant.

Are you a professional interested in CEUs for licensure or certification renewal?

Stay up-to-date, safe and in compliance with the Center for Workforce Development! We may offer CEU courses that can help you maintain a current knowledge base in your field. Please contact Tracy LaMar-Nickoli for additional information at 614-287-5436 or tlar@cscc.edu.

Open Enrollment Registration Form

Mail to: Columbus State Community College, Center for Workforce Development,
P.O. Box 1609, Columbus, Ohio 43216-1609.

PLEASE PRINT

Name (as you wish it to appear on certificate)

Social Security Number

			-			-			
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OR

Date of Birth ____ / ____ / ____

First Middle Last

Address City State Zip code

Company Name

Division Job Title

Home Phone Business Phone FAX

Business Address City State Zip code

Company Billing Address (if different from above) City State Zip code

E-mail Address

Please send my confirmation letter to: My Home My Company My e-mail _____

Course Number	Course Name	Start Date	Fee
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____

Total Amount Enclosed _____

Please indicate method of payment

- Seminar fee enclosed with check or money order payable to Columbus State Community College
- Purchase order enclosed P.O.# _____
- Columbus State internal transfer
- Charge my MasterCard Charge my VISA Charge my Discover Card

How did you learn about this seminar? _____

Method of payment for eligible government employees only

- Exempt Professional Development Fund (EPDP pre-approval, required prior to registration)
- OCSEA: Computer Application Training Voucher (CAT)
Union Education Trust Professional Enhancement Program, registration and payment to be handled by Union Education Trust.

Authorized Signature _____

Name as It Appears on Credit Card _____

Card # _____ Expiration Date _____

Please register early! Registration is accepted on a first-come, first-served basis. Registration deadline is **two to five business days** prior to the start of a course. To register by phone, call 614-287-5858, or 800-621-6407, ext. 5858. TDD: 800-750-0750. To register by FAX, dial 614-287-5011.

Columbus State Downtown Campus

Center for Workforce Development (WD)

Lower Level
Orientation to Trade and Apprenticeship Programs (OTAP)

1st Floor
CEWD Division
Noncredit Registration/Payment Office
Practical Nursing
Language Institute
Transitional Workforce Development/Real Estate

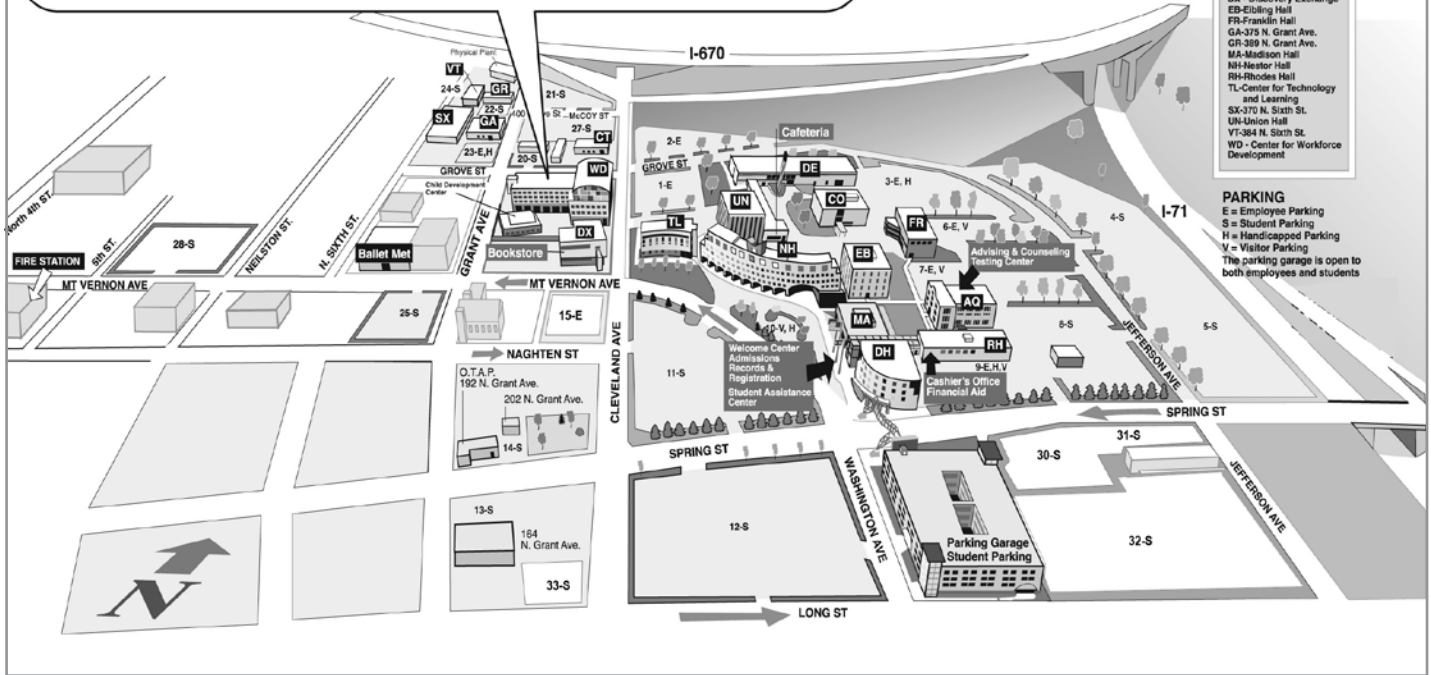
2nd Floor
Testing Center
Labs & Classrooms

3rd Floor
Business and Industry Training Services
Continuing Professional Education
CPE - Small Business Development Center (SBDC)

4th Floor
Conference Center
Automotive and Applied Technologies - DE Bldg.

- AQ-Aquinas Hall
- CDC-Child Development Center
- CO-Columbus Hall
- CT-393 Cleveland Ave.
- DE-Delaware Hall
- DH-DeVos Hall
- DX - Discovery Exchange
- EB-Elbling Hall
- FR-Franklin Hall
- GA-375 N. Grant Ave.
- GR-389 N. Grant Ave.
- MA-Madison Hall
- NH-Nestor Hall
- RH-Rhodes Hall
- TL-Center for Technology and Learning
- SK-370 N. Sixth St.
- UN-Union Hall
- YC-364 N. Sixth St.
- WD - Center for Workforce Development

PARKING
E = Employee Parking
S = Student Parking
H = Handicapped Parking
V = Visitor Parking
The parking garage is open to both employees and students



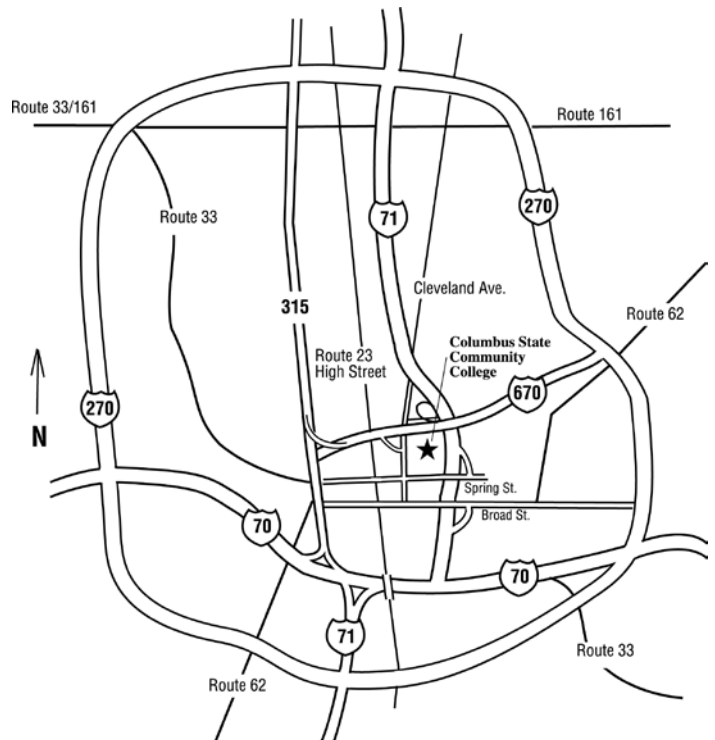
Driving directions to the downtown campus

From the East: Take I-70 West to I-71 North, exit at Broad St. Go LEFT on Broad St., to 3rd light, which is Cleveland Ave. Turn right on Cleveland Avenue, go through four traffic lights, main campus will be on your right.

From the West: Take I-70 East to I-670 East, exit on Cleveland Avenue. Turn RIGHT on Cleveland Ave., Main Campus will be on your left.

From the North: Take I-71 South to the Broad Street exit, Go right on Broad Street to the second traffic light, which is Cleveland Ave. Turn right on Cleveland Ave., go through four traffic lights, main Campus will be on your right.

From the South: Take I-71 North, to the Broad Street exit. Go left on Broad Street to the third traffic light, which is Cleveland Avenue. Turn right on Cleveland Avenue, go through four traffic lights, main campus will be on your right.



room with a view

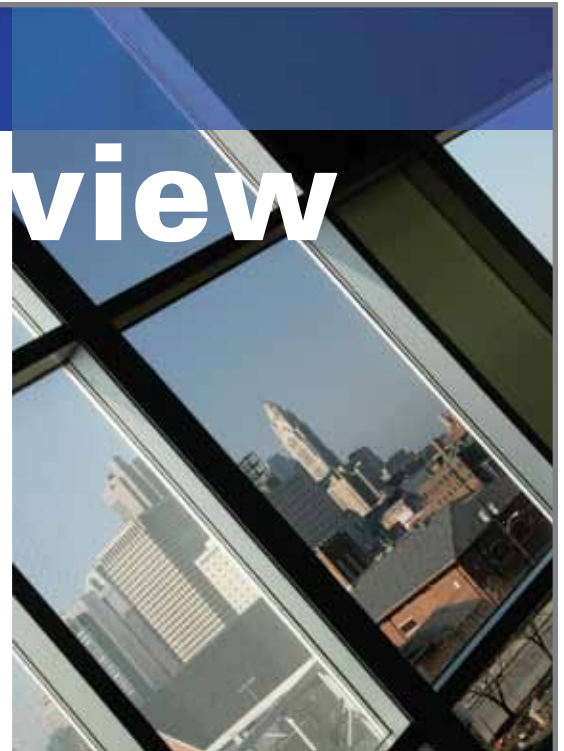
The Columbus State Conference Center is an ideal venue for your next conference, seminar or meeting. Whether for a seated dinner for 300 in our ballroom or a 10-person board meeting, our Center has lots of natural light and offers a panoramic view of the cityscape.

We know affordability is important and our services include:

- Audio-visual
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Your **Workforce** Partner

In addition to courses and seminars for individuals, the Center for Workforce Development also offers a number of services for businesses including:

- **Talent Management Solutions** that help you select, develop, and retain the right people
- **Industry Sector Strategies** to develop business partnerships and plans that keep your organization sustainable
- **Customized Training** tailored to your business needs and schedule

We Understand the Needs of Employers

““ They’ve been our go-to company for several years because they are always in sync with what our business needs today. ””

Rochelle D. Pitts
Training Team III
Manager
Palmetto GBA

““ Continuing education is absolutely essential to maintaining a competitive advantage and we will definitely be using CSCC for additional continuing education in the future. ””

Sherm D. Moreland
AIA, ACHA, LEED AP
CEO, DesignGroup

““ They built a Network Academy right on our site—with up-to-date equipment and an assigned trainer. It was just the solution we needed. ””

David Leedale
Assistant Manager IT
Midwest Express Group
Development
ODW Logistics, Inc. and
Dist-Trans Company



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The **Center for Workforce Development** is committed to your success and we are continually introducing new community education classes on today's hottest topics and trends. While this catalog is a wonderful resource, be sure to check our website regularly for new dates and offerings.

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