

A+ Certification/Basic/Hardware#@

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Course Code: 76065

Date: July 17-September 6

Course Code: 76110

Date: August 21-October 11

Course Code: 76263

Date: September 18-November 8

Course Code: 76322

Date: October 16-December 6

Course Code: 76445

Date: November 13-January 3

Course Code: 77771

Date: January 15-March 7

A+Certification/Intermediate/Operating Systems#@

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.

Course Code: 76066

Date: July 17-September 6

Course Code: 76324

Date: October 16-December 6

Course Code: 77772

Date: January 15-March 7

A+Certification/Advanced/Hardware#@

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.

Course Code: 76115

Date: August 21-October 11

Access 2010 Introduction#@

Learn to build, edit, and maintain a database in Access 2010, using tables, reports, forms, and queries to give you fast access to all your important information.

Course Code: 76067

Date: July 17-September 6

Course Code: 76266

Date: September 18-November 8

Course Code: 77775

Date: January 15-March 7

Accounting Fundamentals I#@

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

Course Code: 76068

Date: July 17-September 6

Course Code: 76116
Date: August 21-October 11

Course Code: 76270
Date: September 18-November 8

Course Code: 76325
Date: October 16-December 6

Course Code: 76447
Date: November 13-January 3

Course Code: 77776
Date: January 15-March 7

Accounting Fundamentals II#@

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

Prerequisite: Accounting Fundamentals I.

Course Code: 76120
Date: August 21-October 11

Course Code: 76450
Date: November 13-January 3

Course Code: 77777
Date: January 15-March 7

Administrative Assistant Fundamentals#@

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

Course Code: 76069
Date: July 17-September 6

Course Code: 76124
Date: August 21-October 11

Course Code: 76274
Date: September 18-November 8

Course Code: 76327
Date: October 16-December 6

Course Code: 77778
Date: January 15-March 7

Algebra Introduction#@

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Course Code: 77779
Date: January 15-March 7

ASP.NET Introduction#@

Course Code: 76328
Date: October 16-December 6

Course Code: 77780
Date: January 15-March 7

C# Programming Introduction#@

Learn the fundamentals of computer programming with the new C# programming language.

Course Code: 77785

Date: January 15-March 7

Computer Skills for the Workplace#@

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

Course Code: 76071

Date: July 17-September 6

Course Code: 76135

Date: August 21-October 11

Course Code: 76282

Date: September 18-November 8

Course Code: 76345

Date: October 16-December 6

Course Code: 77792

Date: January 15-March 7

Crystal Reports Introduction#@

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

Course Code: 76137

Date: August 21-October 11

Course Code: 76421

Date: October 16-December 6

Course Code: 77794

Date: January 15-March 7

CSS3 and XHTML5 Introduction#@

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Course Code: 76072

Date: July 17-September 6

Course Code: 76283

Date: September 18-November 8

Course Code: 76422

Date: October 16-December 6

Course Code: 76452

Date: November 13-January 3

Course Code: 77799

Date: January 15-March 7

CSS3 and XHTML5 Intermediate#@

Take your CSS3 and HTML5 skills to the next level and learn how to create professional-quality websites.

Course Code: 76159

Date: August 21-October 11

Course Code: 76423

Date: October 16-December 6

Designing Effective Websites#@

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Course Code: 77862

Date: January 15-March 7

Digital Photography Discovery#@

An informative introduction to the fascinating world of digital photography equipment.

Course Code: 77800

Date: January 15-March 7

Dreamweaver CS6 Introduction#@

Learn to create Web pages, layouts, and websites using CSS formatting options and other tools with Adobe's industry-standard Web design application.

Course Code: 76073

Date: July 17-September 6

Course Code: 76161

Date: August 21-October 11

Course Code: 76284

Date: September 18-November 8

Course Code: 76428

Date: October 16-December 6

Course Code: 76453

Date: November 13-January 3

Course Code: 77802

Date: January 15-March 7

Excel 2007 Introduction#@

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

Course Code: 76203

Date: August 21-October 11

Course Code: 76286

Date: September 18-November 8

Course Code: 76425

Date: October 16-December 6

Course Code: 76455

Date: November 13-January 3

Course Code: 77805

Date: January 15-March 7

Excel 2007 Intermediate#@

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

Course Code: 77807

Date: January 15-March 7

Excel 2010 Introduction#@

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

Course Code: 76075

Date: July 17-September 6

Course Code: 76205

Date: August 21-October 11

Course Code: 76287

Date: September 18-November 8

Course Code: 76426

Date: October 16-December 6

Course Code: 76458

Date: November 13-January 3

Course Code: 77817

Date: January 15-March 7

Excel 2010 Intermediate#@

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

Course Code: 76074

Date: July 17-September 6

Course Code: 76198

Date: August 21-October 11

Course Code: 76285

Date: September 18-November 8

Course Code: 76424

Date: October 16-December 6

Course Code: 76454

Date: November 13-January 3

Course Code: 77810

Date: January 15-March 7

Grammar Refresher#@

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

Course Code: 76076

Date: July 17-September 6

Course Code: 76207

Date: August 21-October 11

Course Code: 76288

Date: September 18-November 8

Course Code: 76429

Date: October 16-December 6

Course Code: 76459
Date: November 13-January 3

Course Code: 77819
Date: January 15-March 7

Guided Reading: Strategies for the Differentiated Classroom#@

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

Course Code: 76099
Date: July 17-September 6

Course Code: 76438
Date: October 16-December 6

Course Code: 76473
Date: November 13-January 3

Course Code: 77840
Date: January 15-March 7

InDesign CS5 Introduction#@

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

Course Code: 76704
Date: August 21-October 11

Course Code: 76705
Date: September 18-November 8

Course Code: 76706
Date: November 13-January 3

Course Code: 77812
Date: January 15-March 7

Internet Introduction (Navigating)#@

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

Course Code: 76077
Date: July 17-September 6

Course Code: 76210
Date: August 21-October 11

Interpersonal Communication#@

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Course Code: 76082
Date: July 17-September 6

Course Code: 76515
Date: September 18-November 8

Course Code: 76522
Date: November 13-January 3

Java Programming Introduction#@

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Course Code: 76078

Date: July 17-September 6

Course Code: 76290

Date: September 18-November 8

Leadership#@

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

Course Code: 76220

Date: August 21-October 11

Course Code: 76518

Date: October 16-December 6

Course Code: 76521

Date: November 13-January 3

Magazine Writing#@

If you're a determined new writer, this class will provide you with the skills you need to get published.

Course Code: 76511

Date: July 17-September 6

Course Code: 76513

Date: August 21-October 11

Course Code: 76516

Date: September 18-November 8

Course Code: 76519

Date: October 16-December 6

Course Code: 76523

Date: November 13-January 3

Math Refresher#@

Gain confidence in your basic math skills and start using math to your advantage.

Course Code: 76083

Date: July 17-September 6

Networking Introduction#@

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Course Code: 76079

Date: July 17-September 6

Course Code: 76213

Date: August 21-October 11

Course Code: 76291

Date: September 18-November 8

Course Code: 76431

Date: October 16-December 6

Course Code: 76461

Date: November 13-January 3

Course Code: 77823

Date: January 15-March 7

Networking Intermediate#@

Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.

Prerequisite: Networking Introduction.

Course Code: 76216

Date: August 21-October 11

Course Code: 76432 Cost: \$70

Date: October 16-December 6

PC Security Introduction#@

Security expert teaches the fundamentals of PC and network security.

Course Code: 76294

Date: September 18-November 8

Course Code: 76468

Date: November 13-January 3

PC Troubleshooting#@

Learn to decipher and solve almost any problem with your PC.

Course Code: 76080

Date: July 17-September 6

Course Code: 76292

Date: September 18-November 8

Course Code: 76433

Date: October 16-December 6

Course Code: 76462

Date: November 13-January 3

Course Code: 77825

Date: January 15-March 7

Photoshop CS6 Introduction#@

Learn how to use Photoshop CS6, the world's best graphics program for photographers, to edit photos and create original images.

Course Code: 76091

Date: July 17-September 6

Course Code: 76301

Date: September 18-November 8

Course Code: 76475

Date: November 13-January 3

Course Code: 77835

Date: January 15-March 7

Photoshop Elements 11 for the Digital Photographer#@

Learn how to use Adobe Photoshop Elements 11 to successfully edit and fix your photos and images.

Course Code: 76097
Date: July 17-September 6

Course Code: 76303
Date: September 18-November 8

PMP Certification Prep I#@

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

Course Code: 76081
Date: July 17-September 6

Course Code: 76217
Date: August 21-October 11

Course Code: 76298
Date: September 18-November 8

Course Code: 76434
Date: October 16-December 6

Course Code: 76467
Date: November 13-January 3

Course Code: 77827
Date: January 15-March 7

PMP Certification Prep II#@

Prepare to take--and pass--the Project Management Institute's PMP certification exam.

Prerequisite: PMP Certification Prep I

Course Code: 76435 Cost: \$70
Date: October 16-December 6

PowerPoint 2010 Introduction#@

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

Course Code: 76085
Date: July 17-September 6

Course Code: 76228
Date: August 21-October 11

Course Code: 76471
Date: November 13-January 3

Course Code: 77830
Date: January 15-March 7

Project Management Fundamentals#@

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

Course Code: 76087
Date: July 17-September 6

Course Code: 76230
Date: August 21-October 11

Course Code: 76300

Date: September 18-November 8

Course Code: 76437

Date: October 16-December 6

Course Code: 76472

Date: November 13-January 3

QuickBooks 2013 Introduction#@

Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

Course Code: 76109

Date: July 17-September 6

Course Code: 76225

Date: August 21-October 11

Course Code: 76304

Date: September 18-November 8

Course Code: 76477

Date: November 13-January 3

Course Code: 77838

Date: January 15-March 7

Real Estate Investing I#@

Build and protect your wealth by investing in real estate.

Course Code: 76100

Date: July 17-September 6

Course Code: 76306

Date: September 18-November 8

Course Code: 76338

Date: October 16-December 6

Course Code: 77845

Date: January 15-March 7

Real Estate Investing II: Financing Your Property#@

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.

Course Code: 76439

Date: October 16-December 6

Response to Intervention: Reading Strategies that Work#@

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

Course Code: 76233

Date: August 21-October 11

Course Code: 76478

Date: November 13-January 3

Course Code: 77842

Date: January 15-March 7

Secrets of Better Photography#@

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

Course Code: 76101

Date: July 17-September 6

Course Code: 76236

Date: August 21-October 11

Course Code: 76308

Date: September 18-November 8

Course Code: 76441

Date: October 16-December 6

Course Code: 76479

Date: November 13-January 3

Course Code: 77848

Date: January 15-March 7

Six Sigma – Total Quality Fundamentals#@

Learn the basics of total quality management.

Course Code: 77850

Date: January 15-March 7

Solving Classroom Discipline Problems#@

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

Course Code: 76279

Date: September 18-November 8

Course Code: 76343

Date: October 16-December 6

Course Code: 77789

Date: January 15-March 7

Solving Classroom Discipline Problems II#@

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.

Course Code: 76344

Date: October 16-December 6

Speed Spanish I#@

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. Qué Bueno!

Course Code: 76102

Date: July 17-September 6

Course Code: 76238

Date: August 21-October 11

Course Code: 76310

Date: September 18-November 8

Course Code: 76443
Date: October 16-December 6

Course Code: 76480
Date: November 13-January 3

Course Code: 77852
Date: January 15-March 7

Speed Spanish II#@

Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.

Course Code: 76104
Date: July 17-September 6

Course Code: 76239
Date: August 21-October 11

Course Code: 76312
Date: September 18-November 8

Course Code: 76444
Date: October 16-December 6

SQL Introduction#@

Gain a solid working knowledge of the most powerful and widely used database programming language.

Course Code: 76339
Date: October 16-December 6

Course Code: 77854
Date: January 15-March 7

Start/Operate Your Own Home-Based Business#@

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

Course Code: 76070
Date: July 17-September 6

Course Code: 76451
Date: November 13-January 3

Course Code: 77783
Date: January 15-March 7

Supply Chain Management Fundamentals#@

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Course Code: 77832
Date: January 15-March 7

(TRC) Teaching Math: Grades 4-6#@

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives and real-world connections into your classroom. Whether you are a new teacher or a seasoned pro, this course will help you get your students excited about math!

Course Code: 76336
Date: October 16-December 6

Course Code: 77857
Date: January 15-March 7

Teaching Smarter with SMART Boards#@

SMART Boards are revolutionizing today's classroom. Using these exciting interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs.

Course Code: 76469
Date: November 13-January 3

Teaching Students with ADHD#@

Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

Course Code: 76296
Date: September 18-November 8

Teaching Students with Autism#@

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

Course Code: 76221
Date: August 21-October 11

Teaching Students with Learning Disabilities#@

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

Course Code: 76105
Date: July 17-September 6

Course Code: 76247
Date: August 21-October 11

Course Code: 76311
Date: September 18-November 8

Course Code: 76481
Date: November 13-January 3

Course Code: 77858
Date: January 15-March 7

Web Pages (Creating)#@

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

Course Code: 76512
Date: July 17-September 6

Course Code: 76514
Date: August 21-October 11

Course Code: 76517
Date: September 18-November 8

Course Code: 76520
Date: October 16-December 6

Course Code: 76524
Date: November 13-January 3

Word 2010 Introduction#@

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

Course Code: 77866

Date: January 15-March 7

WordPress Web Sites Introduction#@

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

Course Code: 76106

Date: July 17-September 6

Course Code: 76249

Date: August 21-October 11

Course Code: 76316

Date: September 18-November 8

Course Code: 76482

Date: November 13-January 3

Course Code: 77860

Date: January 15-March 7

Wow, What a Great Event!#@

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Course Code: 76341

Date: October 16-December 6

Course Code: 76470

Date: November 13-January 3

Writeriffic: Creativity Training for Writers#@

Banish writer's block forever with these tricks from the published writer's toolbox.

Course Code: 76108

Date: July 17-September 6

Course Code: 76253

Date: August 21-October 11

Course Code: 76483

Date: November 13-January 3

Course Code: 77869

Date: January 15-March 7

Writing Essentials#@

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.

Course Code: 76224

Date: August 21-October 11

Course Code: 76314

Date: September 18-November 8

Course Code: 77871

Date: January 15-March 7

