

# Career Education Proprietary School

Licensed through the State of Michigan



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1.888.3U.LEARN  
[www.etc-1.com](http://www.etc-1.com)

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# EDUCATION AND TRAINING CONNECTION (ETC) BOARD OF DIRECTORS

Chief Executive Officer.....Lyn Knapp

President.....Bruce Lovelace

Vice President.....George Fromhold

Secretary/Treasurer.....James Bromley

Trustee.....Dr. Robert Serum

Linda Hammer

Bridget Sadenwater

Bruce Vickey

## ADMINISTRATION, DIRECTORS, MANAGERS & INSTRUCTIONAL SUPERVISORS

Lyn Knapp                      CEO and President  
Instructional Supervisor

Barbara Arndt                Business and Organizational Development  
Proprietary School

Mary Jeffery                 Curriculum Specialist

Kris Bunner                  Training Manager

Nicole Ryan                  Internal Communications Manager  
Training Center IT Support Manager

Thomas Gaffke               Training Consultant

## MISSION STATEMENT

Education and Training Connection's (ETC) mission is to provide communities with needed education and training opportunities. This is accomplished through the integration of existing services with new ideas, techniques, technology, and partners.

## STATUS

ETC is a 501C3 corporation in the State of Michigan. ETC has been declared tax-exempt by the Internal Revenue Service of the United States Treasury Department. December 2002, ETC was licensed as a Proprietary School through the State of Michigan and continues to hold that license.

## TRAINING CONTACT INFORMATION

**Kris Bunner**                      **989.832.8050**

989.631.5202 x 210 or 1.888.3U.LEARN

Website: [www.etc-1.com](http://www.etc-1.com)  
Email: [information@etc-1.com](mailto:information@etc-1.com)

### ADMINISTRATIVE OFFICE HOURS:

Monday – Thursday:      8:00 a.m. to 6:00 p.m.

Friday:                      8:00 a.m. to 4:00 p.m.

Summer hours may vary

## CLASS CANCELLATION POLICY

Every attempt to hold classes will be made. However, it may be necessary to cancel classes due to inclement weather. In the event of class cancellations, the following stations will provide up-to-date information:

**RADIO:**                      WMPX 1490AM                      WKQZ 93.5FM  
   WUGN 99.7FM                      WHNN 96FM

**TV:**                              WNEM-TV5                              WEYI-TV25

**WEBSITE:**                      [www.etc-1.com](http://www.etc-1.com)



## **ADMISSIONS**

Learners may apply for admission by completing the ETC Enrollment Application on-line at <http://www.etc-1.com/training/emailform.php> or by contacting 989.832.8050.

## **FEES, EXPENSES and REFUNDS**

Course fees and expenses are listed within the catalog.

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An applicant fee of not more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three (3) business days after signing a contract with the school. All refunds shall be returned within 30 days.

## **ADMISSION FOR ONLINE CLASSES**

ETC offers online training opportunities. Courses are listed beginning on page 39.

## **TRANSFER CREDIT**

Does not apply.

## **PLACEMENT SERVICES**

ETC can provide a list of placement service providers to learners that request assistance.

## **CERTIFICATES**

Certificates are awarded to the learner after successful completion of all requirements of the course or training program.

## **REGISTRATION**

Course tuition must be paid in full prior to first course meeting. The tuition rate is published in the Catalog and is subject to change without prior notice.

## **TEXTBOOKS AND MATERIALS**

Textbooks and materials are included in the cost of tuition and provided by ETC, unless otherwise stated.

## **GRIEVANCE PROCEDURES FOR ACADEMICS**

ETC makes every effort to fairly and equitably resolve learners concerns in a timely manner. In the event a learner feels he or she has been treated unfairly, ETC provides a complaint and grievance process.

## **ENTRANCE REQUIREMENTS**

ETC has an open enrollment policy.

## **GRADING SYSTEM**

ETC operates with a Pass/Fail grading system.

## **RULES of LEARNER CONDUCT**

Individuals are fully expected to respect and value the rights of others, support the learning environment, and adhere to the proper use of ETC's facilities. All individuals are fully expected to observe federal, state, and local laws, as well as all ETC's rules, regulations, and policies.

Individuals have the responsibility to:

- Not harass or intimidate any learner or staff member, physically or otherwise.
- Be informed of and adhere to reasonable rules and regulations established.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the school program.
- Refrain from using or possessing alcohol or drugs on or near the class sites, or to attend class under the influence of drugs or alcohol.
- Not inflict bodily harm upon another individual.
- Not possess a firearm or other weapon on school property.
- Abide by ETC's attendance policy per classroom schedule.
- Refrain from smoking.

Not adhering to these responsibilities may result in a learner facing disciplinary action or being expelled from the class or program.

## **PROBATION and DISMISSAL**

1. A learner may be suspended or expelled from a course when "rules of learner conduct" are being violated.
2. An instructor may not suspend or expel a learner but may ask a learner to leave class if that learner is creating a disturbing classroom climate or is posing a threat to a person's property.
3. The instructor must give oral notification to the learner as to why he/she is being dismissed from class at that time.
4. The instructor must verbally notify ETC's administrative office immediately of the infraction. A written statement of specific charges with grounds must be submitted along with evidence noted within 24 hours of the infraction.
5. The learner should make an appointment with the instructor within 72 hours of the incident.

6. A learner wishing to appeal the decision may within 24 hours of dismissal submit in writing reasons for disagreement to the Director of ETC.
7. The learner will be notified in writing of procedures, charges, hearings, and any other such information as required by law.
8. The Director will reach a decision, after reviewing the learner and instructor comments to retain or dismiss the learner.
9. In some cases, the learner will remain in class until this decision is reached unless the learner poses a continuing danger to persons, property, or an on-going threat of disrupting the academic process.

## **HARASSMENT PROCEDURE**

The accused will have an opportunity to hear and respond to the complaint brought against him/her. Judgments are not made or action taken until the investigation is complete. Whether a specific act violates the policy, will be determined on a case-by-case basis, with proper regard for all circumstances. Due consideration will be given to the protection of individual rights, freedom of speech, religious and moral convictions, and academic freedom.

## **SANCTIONS**

Any person who violates the Education and Training Connection's (ETC) Anti-Harassment Policy may be subject to a range of sanctions which could include, but is not limited to, dismissal, according to due process, from the Education and Training Connection (ETC) and/or termination of employment.

Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state and/or federal laws.

## **RETALIATION**

Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Any attempt of retaliation is subject to the above sanctions and legal charges.

## **EMERGENCY and EVACUATION PLAN**

The emergency and evacuation plan is reviewed at the beginning of each course. Emergency exits are clearly marked above the doors and each room contains a map of emergency evacuation procedures.

## **DRIVING AND PARKING**

ETC will not be responsible for any damage to vehicles while on ETC property or at ETC functions.

## **SECURITY**

ETC strives to keep its facilities safe for learners, staff, and the community-at-large. ETC is equipped with surveillance cameras. Any security incident should be immediately reported to ETC by calling (989) 631-5202.

## **SCHOOL CALENDAR**

Courses are scheduled on a quarterly basis.

## **ASSESSMENTS**

Assessments such as WorkKey® and Career Cruising are available for an additional fee if requested. They can assist in guiding the learner toward suitable training programs.

## INSTRUCTIONAL STAFF

<b>Lyn Knapp</b>	Masters in Industrial Management with a Specialist in Educational Administration certification from Central Michigan University. BBA from Northwood University.
<b>Scott Marble</b>	MBA from Michigan State University BA from Central Michigan University.
<b>Kris Bunner</b>	Northwood University Delta College
<b>Chuck Moerdyk</b>	MA from Northern Michigan University BBA from Western Michigan University Certified Public Accountant
<b>Jennifer Schaefer</b>	BA in Broadcasting from Ball State University MSM in Counseling Psychology from Capella University Founder/Owner of PowerGirl Pictures
<b>Barbara Arndt</b>	Associates in Business Administration from Great Lakes University BA in Management & Organizational Development from Spring Arbor University MA in Organizational Management from Spring Arbor University
<b>Nicole Ryan</b>	MA in Communications and Multimedia from Saginaw Valley State University BAA in Interpersonal and Public Communication and German from Central Michigan University.
<b>Dwayne Clemons</b>	MA from Saginaw Valley State University (Pending) BBA from Davenport University Certificate in Financial Planning

<b>Mary Jeffery</b>	MA from Saginaw Valley State University (Pending) BA from Illinois Wesleyan University Michigan Certification Type Secondary Provisional.
<b>Dana McCann</b>	BA in Management from Saginaw Valley State University MBA in Business Management from Central Michigan University DBA in Information Systems from University of Sarasota, CA
<b>Hillary Millema</b>	BA in Performing Arts from Saginaw Valley University MBA in Business Administration from Saginaw Valley State University
<b>Mark Ginter</b>	BS in Psychology from Central Michigan University
<b>Janet Gaffke</b>	M.S., R.D., S.N.S Nutrition and School Food Service Consultant
<b>Lissa Mingin</b>	AA in Early Childhood Development from Ohio University
<b>Brian Spyker</b>	BS in Secondary Education from Central Michigan University. Endorsements in History, Industrial Technology, Vocational Technology MA pending from Marygrove College
<b>Todd Miller</b>	Associates in Automotive Technology from Mott Community College Michigan State Certified in Engine Repair, Automatic Transmission, Brakes, Braking Systems, and Electrical Annual Vocational Authorization in Automotive Welding

### **Requirements for Instructors:**

All instructors are required to possess a minimum of a Bachelor's degree and/or appropriate certifications and experience in subject matter.

## FILMAKING INSTRUCTORS' BIOS

Instructor	Bio
C. Jay Cox Writer/Director	<p>" <u>Newintown</u>" (Writer) – Harry Connick Jr. &amp; Renee Zellwegger <u>Kiss the Bride</u> (Director) – Torri Spelling, Joanna Cassidy, and Robert Foxworth <u>Latter Days</u> (Writer/Director) – Mary Kay Place, Joseph Gordon Levitt, and Jacqueline Bisset <u>Sweet Home Alabama</u> (Writer) – Reese Witherspoon, Josh Lucas, Patrick Dempsey</p>
Laura Brody Costume Designer	<p>Ms. Brody began her career in fashion by graduation from the Fashion Institute of Design and Merchandising in San Francisco Cum Laude in 1998. Shortly after graduation Ms. Brody started her own line of women's wear called "LB-426". Ms. Brody always had a love for films and after working on a few short independent films in San Francisco she made her move to Los Angeles. Ms. Brody got her big break as Key Costume on the film <u>Touched</u>. Ms. Brody remains in Los Angeles working on independent films and has recently been accepted into the union. Some of her most recent credits are:</p> <p><u>Play the Game</u> – Andy Griffith, Doris Roberts, Liz Sheridan, and Clint Howard <u>The Fear Chamber</u> – Richard Tyson and Rhett Giles <u>Kiss the Bride</u> – Torri Spelling, Joanna Cassidy, Tess Harper, and Robert Foxworth <u>Richard the III</u> – Sally Kirkland, David Carradine, and Richard Tyson <u>Touched</u> (Key Costumer) – Jenna Elfman, Sam Anderson and Bruce Davison</p>

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**Chris Anthony Miller**  
**Production Designer**

Originally, from Michigan, where he got his Bachelor of Arts in Film Communications, Chris Miller works in Los Angeles, New York & Michigan. In 1990 Chris moved to Los Angeles in 1989. One year later, he secured his first position as asst. art director, for the film Candyman. For the next 3 years he steadily worked his way up to the position of Production Designer. Now it's 2009 and Chris has worked on dozens of films, commercials & videos alongside some of the most well known and respected talent in Hollywood. He has been on projects with Tom Cruise, Steven Soderbergh, Tom Hanks, Isabella Rossellini, Tory Spelling, Ashton Kutcher, James, Franco, Ashley Judd, Andy Griffith, Doris Roberts, Dolly Parton and many more. Some of the projects Chris has worked on include:

Play the Game – Andy Griffith, Doris Roberts, Liz Sheridan, and Clint Howard

Southern Baptist Sissies – Delta Burke, Leslie Jordan, Beth Grant

Kiss the Bride – Torri Spelling, Joanna Cassidy, Tess Harper, and Robert Foxworth

Another Gay Movie – Michael Carbonaro, Jonah Blechman, and Mitch Morris

Must Love Dogs (Leadman) – Diane Lane and John Cusack

Guess Who (Leadman) – Bernie Mac and Ashton Kutcher

Latter Days Mary Kay Place, Joseph Gordon Levitt, and Jacqueline Bisset

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**Jeanne Van Phue  
Makeup Artist**

Ms. Van Phue began her career in 1984 as a hair stylist. She soon transformed into a hair and makeup stylist on the hit film *Young Guns* in 1988. She began her sole makeup career on the Charlie Sheen and Emilio Estevez movie *Men at Work*. In 1993 Ms. Van Phue won an Emmy for her work on *The X Files* TV series. Ms. Van Phue's latest work was the much-awaited *Twilight* based on the highly successful children's book series. Some of Ms. Van Phue's more recent accomplishments are:

*Twilight* – Peter Facinelli, Kristen Stewart, and Robert Pattinson

*Lords of Dogtown* – Emile Hirsch, Johnny Knoxville, Heath Ledger, and Nikki Reed

*Sideways* – Paul Giamatti, Thomas Haden Church, Sandra Oh, and Virginia Madsen

*About Schmidt* – Jack Nicholson and Kathy Bates

*High Fidelity* – John Cusack and Jack Black

*Mission to Mars* – Personal makeup artists to Tim Robbins

**Requirements for Filmmaking Instructors:**

As all classes are taught by subject-matter experts, all filmmaking instructors are required to possess a minimum of five years relevant experience in the motion picture industry.

# PROGRAMS

## Computer Applications Program

The Computer Applications Program consists of three (3) levels of certification: 1) Beginning, 2) Intermediate, and 3) Advanced. ETC will award a certificate upon completion of each course and level. Because this computer-based program has been mapped to **Microsoft's Office Specialist (MOS) Certification, Office Expert Certification, and Office Master Certification** learners may choose to take the MOS testing. MOS testing is available for an additional fee.

<b>Instructional Hours:</b>	<b>98 clock hours</b>
<b>Tuition (all inclusive):</b>	<b>\$1,806.00</b>

## Child Care Aide Program

The Child Care Aide Certificate course covers the following topics:

- Working in a daycare setting
- How children learn and grow
- Healthy and Safe Environments
- Developing relationships with families
- CPR and First Aid
- Complete a library of age appropriate activities

The Child Care Aide Certificate course provides learners with the relevant skills and knowledge needed to obtain entry level position. This program includes both instructor led classroom activities and hands-on learner skill demonstration in a collaborative group setting.

<b>Instructional Hours:</b>	<b>60 clock hours</b>
<b>Tuition (all inclusive):</b>	<b>\$480.00</b>

## Food and Nutrition Program

The Food and Nutrition Program provides food handlers/employees with the current information on food safety basics:

- Sanitation and food safety
- Working Safe
- Nutrition
- Customer Service
- Basic culinary skills
- Food service math

The Food and Nutrition Program provides learners with the relevant skills and knowledge needed to obtain entry level position. This program includes both instructor led classroom activities and hands-on learner skill demonstration in a collaborative group setting.

<b>Instructional Hours:</b>	<b>40 clock hours</b>
<b>Tuition (all inclusive):</b>	<b>\$400.00</b>

## Career Development Program

The Career Development Program is a certificate program that consists of several individual programs specializing in a particular area of interest.

This broad-based program will provide learners with entry level, hands-on learning skills that align with industry practices.

<b>Instructional Hours:</b>	<b>208 Clock Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$2,365.00</b>

## Filmmaking Industry Program

The Filmmaking Industry Program is a multiple certificate program that will prepare learners to succeed in the filmmaking industry in a variety of roles. Learners will be taught by Subject-Matter Experts (SME), experienced in the motion picture industry. Learners will receive a certificate demonstrating their proficiency in each course completed.

This broad-based program will provide learners with entry level, hands-on skills needed to successfully enter the filmmaking industry.

**Instructional Hours:**                      Fundamentals = 40 Clock Hours  
   Fundamentals + Practicum = 60 Clock Hours  
   Specializations = 280 Clock Hours  
   Total Program = 340 Clock Hours

**Tuition (all inclusive):**                      **Fundamentals = \$750.00**  
   **Fundamentals + Practicum = \$1295.00**  
   **Specialization = \$1800.00**

# OUTLINES

## Computer Applications Certificate

The Computer Applications Program consists of three (3) levels of certification: 1) Beginning, 2) Intermediate, and 3) Advanced. ETC will award a certificate upon completion of each course and level. Because this computer-based program has been mapped to **Microsoft's Office Specialist (MOS) Certification, Office Expert Certification, and Office Master Certification** learners may choose to take the MOS testing. MOS testing is available for an additional fee.

Pre-Requisites:	None Required
Certificate:	Course & Level completion
Instructional Hours:	98 clock hours
Tuition (all inclusive):	\$1806.00

### Computer Applications **Beginning** Level:

Microsoft Word Fundamentals	7 Hours
Microsoft Excel Fundamentals	7 Hours
Microsoft Access Fundamentals	7 Hours
Microsoft PowerPoint Fundamentals	7 Hours
Microsoft Outlook Fundamentals	7 Hours
<b>Total Instructional Hours:</b>	<b>35 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$645.00</b>

### Computer Applications **Intermediate** Level:

Microsoft Word Intermediate	7 Hours
Microsoft Excel Intermediate	7 Hours
Microsoft Access Intermediate	7 Hours
Microsoft PowerPoint Intermediate	7 Hours
Microsoft Outlook Intermediate	7 Hours
<b>Total Instructional Hours:</b>	<b>35 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$645.00</b>

### Computer Applications **Advanced** Level:

Microsoft Word Advanced	7 Hours
Microsoft Excel Advanced	7 Hours
Microsoft Excel Macros	7 Hours
Microsoft Access Advanced	7 Hours
<b>Total Instructional Hours:</b>	<b>28 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$516.00</b>

## Child Care Aide Certificate

The Child Care Aide Certificate course covers the following topics:

- Working in a daycare setting
- How children learn and grow
- Healthy and Safe Environments
- Developing relationships with families
- CPR and First Aid
- Complete a library of age appropriate activities

The Child Care Aide Certificate course provides learners with the relevant skills and knowledge needed to obtain entry level position. This program includes both instructor led classroom activities and hands-on learner skill demonstration in a collaborative group setting.

Pre-Requisites:	None Required
Certificate:	Program completion
Instructional Hours:	60 Hours
Tuition (all inclusive):	\$480.00

## Food and Nutrition Certificate

The Food and Nutrition Program provides food handlers/employees with the current information on food safety basics:

- Sanitation and food safety
- Working Safe
- Nutrition
- Customer Service
- Basic culinary skills
- Food service math

The Food and Nutrition Program provides learners with the relevant skills and knowledge needed to obtain entry level position. This program includes both instructor led classroom activities and hands-on learner skill demonstration in a collaborative group setting.

Pre-Requisites:	None Required
Certificate:	Program completion
Instructional Hours:	40 clock hours
Tuition (all inclusive):	\$400.00

## Career Development Certificate

The Career Development Program is a certificate program that consists of several individual programs specializing in a particular area of interest.

This broad-based program will provide learners with entry level, hands-on learning skills that align with industry practices.

Pre-Requisites:	None Required
Certificate:	Course and Level completion
Instructional Hours:	208 Clock Hours
Tuition (all inclusive):	\$2,365.00

### Entrepreneurial Certificate

Developing a Business/Marketing Plan  
QuickBooks  
Business Fundamentals  
Human Resources Functions  
Budget 101  
Principles of Marketing

<b>Total Instructional Hours:</b>	<b>42 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$420.00</b>

### Landscaping Installation and Maintenance Certificate

General safety in the workplace  
Working safely in the landscape industry  
Math for landscape workers  
Tools and equipment  
Lawn care basics  
Trees, shrubs and planting beds  
Terraces, patios and walkways  
Decks

<b>Total Instructional Hours:</b>	<b>42 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$420.00</b>

## Career Development Certificate, continued

### Residential Maintenance Worker Certificate

General safety in the workplace  
Working safely in the residential maintenance industry  
Math for residential maintenance workers  
Tools and equipment  
Residential plumbing basics  
Electrical basics  
Residential insulation and weatherizing  
Drywall repair  
Interior and exterior painting

<b>Total Instructional Hours:</b>	<b>42 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$420.00</b>

### Web Design Certificate

Dreamweaver  
Fireworks  
Front Page  
Web design free tools  
Photoshop

<b>Total Instructional Hours:</b>	<b>42 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$685.00</b>

### Retail Basics Certificate

Customer service: listening, responding, & resolving  
Working in a team  
Inventory control and monitoring  
Sales and promoting products  
Store appearance  
Loss prevention  
Personal appearance

<b>Total Instructional Hours:</b>	<b>40 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$420.00</b>

# Filmmaking Industry Certificate

The Filmmaking Industry Program is a multiple certificate program that will prepare learners to succeed in the filmmaking industry in a variety of roles. Learners will be taught by Subject-Matter Experts (SME), experienced in the motion picture industry. Learners will receive a certificate demonstrating their proficiency in each course completed.

This broad-based program will provide learners with entry level, hands-on skills needed to successfully enter the filmmaking industry.

Pre-Requisites:	18 years of age HS Diploma or GED
Certificate:	Course completion
Instructional Hours:	Fundamentals = 60 Clock Hours Specializations = 280 Clock Hours Total Program = 340 Clock Hours
Tuition (all inclusive):	See Below

## ***FILMMAKING FUNDAMENTALS***

Introduction to Filmmaking Past and Present	4 Hours
Film Set Etiquette	4 Hours
Filmmaking Terminology	4 Hours
Fundamentals of Becoming a Production Assistant	4 Hours
Introduction to Cinematography	4 Hours
Specializations within the Film Industry	4 Hours
Resume Building for Film Industry Positions	4 Hours
Locating and Applying for Film Industry Positions	4 Hours
Union Relations in the Film Industry	4 Hours
Business Fundamentals	4 Hours
<b>Total Instructional Hours:</b>	<b>40 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$750.00</b>
Filmmaking Practicum	20 Hours
<b>Total Instructional Hours:</b>	<b>60 Hours</b>
<b>Tuition (all inclusive):</b>	<b>\$1295.00</b>

*Specializations on following page*

## Filmmaking Industry Program, continued

### *SPECIALIZATIONS*

COURSE 1: Directing	40 Hours	(\$1800.00)
COURSE 2: Motion Picture Production Design	40 Hours	(\$1800.00)
COURSE 3: Producing	40 Hours	(\$1800.00)
COURSE 4: Production Management and Assistant Director	40 Hours	(\$1800.00)
COURSE 5: Script Writing	40 Hours	(\$1800.00)
COURSE 6: Hair and Make-Up	40 Hours	(\$1800.00)
COURSE 7: Costume Design	40 Hours	(\$1800.00)

# CLASS DESCRIPTIONS

*Classes subject to revision/change as needed.*

## ADOBE PHOTOSHOP

Adobe PhotoShop is the premiere image manipulation tool for both print and the web. Learners planning on working with images in any way, need to know Photoshop. Learn the basics of PhotoShop. Learners will learn how to select, enhance, distort color, scale and manipulate scanned images and artwork — or create them from scratch. (7 Hours/\$149.00)

## BUDGETING 101

Learners will learn how to budget their money, track their expenditures, and save money. (7 Hours/\$149.00)

## BUSINESS FUNDAMENTALS

Basic business practices including financing, production and distribution are explored. Learners will learn the importance of balancing their artistic inclinations with a thorough understanding of the business of filmmaking and the industry as a whole. Topics such as marketing, financing, sound licensing, representation, and distribution are covered. (7 Hours/\$336.00)

## BUSINESS WRITING

Learners will learn to enhance their business writing. The class will focus on writing styles, proof reading, editing, and elements of grammar. Business writing is a direct reflection on you and your company. Learn some basic writing skills that get the job done. (7 Hours/\$149.00)

## CHILD CARE AIDE

This course covers working in a daycare setting, how children learn and grow, healthy and safe environments, developing relationships with families, CPR and first aid, and complete a library of age appropriate activities. (60 Hours/\$480.00)

## COMMUNICATION SKILLS

Communication is a basic skill that affects all aspects of business life. Our words, gestures, appearance, and body language all "speak" volumes as to our intent, state of mind, and attitude. Learning to recognize these conscious and unconscious cues, as well as paying attention to others' signals, make us better communicators and leaders. Communication skills for supervisors/Managers can be learned by giving you the tools you need to effectively handle yourself. You will learn about the nine behavioral skills for effective communication, and ways you can improve in each area. With practice, you can raise your communication skill into an art form. (7 Hours/\$149.00)

## CONFLICT RESOLUTION

When people work together in a diverse and dynamic environment, conflict and disagreements inevitably arise. Learning to resolve disagreements constructively is the key to maintaining healthy work relationships and fostering a productive workplace. Improve interpersonal, communication, and mediation skills. Learners will also become familiar with the guiding principles behind conflict management, the nine approaches to managing disagreement, and a four-phase process for resolving conflict. With the proper understanding of the nature of conflict and with the tools to handle disagreements constructively, learners will be able to enrich their work, their relationships, and their careers. (7 Hours/\$149.00)

## COSTUME DESIGN

An overview of the wardrobe department and the positions within that department are examined. Learners will learn how to break down a script for wardrobe changes, how to properly budget for the show and how to organize wardrobe for each character. Learners will also learn how to create a continuity book and how to properly deliver that book to producers at the end of the show. (40 Hours/\$1680.00)

## CREATING EYE CATCHING PUBLICATIONS

Learners will learn creative techniques to design and develop eye catching designs to be used in business initiatives; such as, advertising, marketing, newsletters, publications, and more. Learners will learn how to select and use graphics, fonts, and colors to add 'pop' to their printed materials. (7 Hours/\$149.00)

## CROSS CULTURAL BUSINESS COMMUNICATION

Learners will learn how to communicate in business across cultural barriers. (7 Hours/\$149.00)

## CRYSTAL REPORTS

Crystal Reports software enables you to easily design interactive reports and connect them to virtually any data source. Learners can benefit from on-report sorting and filtering---giving them the power to execute decisions instantly.

## CUSTOMER SERVICE: LISTENING, RESPONDING & RESOLVING

Learners will learn how to really listen to customers, responding accordingly to keep the relationship, and resolve issues that many arise. Learners will also learn how to gauge the three types of customer conflict personalities and how to troubleshoot issues based upon that knowledge. (7 Hours/\$149.00)

### DEVELOPING A BUSINESS/MARKETING PLAN

Learners will learn the elements of a business plan and how to write a good marketing plan and the methods to implement the plans. The learner will learn the art of outlining and developing plans that works. Since business and marketing plans are used for many purposes--as a development tool, a management and planning guide, a mission statement, a sales document, the learner will learn the usefulness of maximizing upon their organization's business and marketing plans to get results! (7 Hours/\$149.00)

### DIRECTING

An introduction to the craft of directing. The director's role will be explored in-depth. Learners will learn the intricacies involved in the motion picture industry such as the concept and visualization of a screen play, how to make a shot list, and how to effectively communicate the shot list to all parties concerned. Learners will also learn how to communicate with actors and how to draw-out the performance they need. (60 Hours/\$2520.00)

### DREAMWEAVER

Learners will learn Dreamweaver software and how to utilize the software to create professional websites. (7 Hours/\$149.00)

### FILMMAKING FUNDAMENTALS

Learners will develop skills that address: filmmaking past and present; film set etiquette; filmmaking terminology; fundamentals of becoming a production assistant; introduction to cinematography, specializations within the film industry; resume building for film industry positions; locating and applying for film industry positions; union relations in the film industry; and business fundamentals. (40 Hours/\$750.00)

### FILMMAKING FUNDAMENTALS PLUS FILMMAKING PRACTICUM

Learners will develop skills that address: filmmaking past and present; film set etiquette; filmmaking terminology; fundamentals of becoming a production assistant; introduction to cinematography, specializations within the film industry; resume building for film industry positions; locating and applying for film industry positions; union relations in the film industry; business fundamentals; and filmmaking practicum. (60 Hours/\$1295.00)

## FIREWORKS

Learners will learn how to design and refine graphics for the Web. They will learn how to create and manipulate vector shapes, apply colors and styles, create and modify text, and optimize and export graphics. Learners will get the most out of this course if they are familiar with basic Web concepts but have no prior experience with Fireworks. (7 Hours/\$149.00)

## FOOD and NUTRITION

Learners will be taught food safety basics including: sanitation and food safety, working safe, nutrition, customer service, basic culinary skills, and food service math. (40 Hours/\$400.00)

## FRONTPAGE

FrontPage 2003 is designed for learners with limited HTML experience who want to learn the basics of FrontPage elements and techniques. Learners will learn several new topics including, Publishing a Web site to the World Wide Web, LAN, or SharePoint Portal Server, and setting permissions for a Web site. (14 Hours/\$298.00)

## GRANT WRITING I

Grant writing I is an invigorating and informative class specially created for executive directors, organizers, board members, community volunteers, development officers, and individuals who want to learn a 'bird's eye' view of the grant writing process. Learners learn how to: research and develop mutually beneficial relationships with potential funding sources, organize a grant writing campaign and keep track of all funding sources, requests and donations. Learners learn to attract the dollars needed for programs. This class teaches learners the basics of a successful grant proposal and highlight steps for creating winning proposals for your organization. Learners will also learn how to identify funding sources for projects. (7 Hours/\$149.00)

## GRANT WRITING II

Grant Writing II is a continuation of the learned skills and knowledge in Grant Writing I. The learner will learn to prepare complete proposal packages, and dissolve crisis management. Also, the learner will learn how to effectively and accurately submit multiple proposals annually. Requires working knowledge of grant proposals and terminology. Intensive and comprehensive class covering all aspects of grant writing. This will include identifying appropriate funding sources, writing letters of inquiry, understanding and responding to RFPs, RFBs and RFQs. Organizing and writing winning grant proposals including addressing evaluations, budget, and reporting guidelines. (7 Hours/\$149.00)

### GRIP AND LIGHTING TECHNICIAN

Learners will learn about grip and electric equipment and procedures; lighting set-ups for motion pictures, television programs, and commercials; adjustments to and moving of grip and electric equipment; and the design and execution of lighting plans for productions. The grip and electric departments work hand in hand. Learners will learn how to communicate with each other and their departments. An overview of each departments and the hierarchy within them will be explored. (60 Hours/\$2520.00)

### HAIR AND MAKE-UP

An overview of the hair and make-up departments and the various positions available within each department as each department works hand-in-hand together. Learners will learn how to apply professional make-up for motion picture characters and how to style hair for motion picture characters. Learners will learn how to create a continuity book and how to organize it in order to deliver the finished product to producers at the end of the production. (40 Hours/\$1680.00)

### HUMAN RESOURCES FUNCTIONS

Learners will learn the basics of human resources functions; including, recruitment, interviewing, assessing, hiring, and firing employees; legalities and compliance issues; benefits and incentives; training and development. (7 Hours/\$149.00)

### IN DESIGN

Learners learn about Adobe InDesign environment. Areas covered include basic documents, item position, multi-page documents, master pages, text frame and paragraph threading and formatting, styles, graphics, grouped items, layers, outputting documents, commercial printing preparation, and document settings. (7 Hours/\$149.00)

### LANDSCAPING INSTALLATION AND MAINTENANCE

The learner will be introduced to: general safety in the workplace; working safely in the landscape industry; math for landscape workers; tools and equipment; lawn care basics; trees, scrubs and planting beds; terraces, patios and walkways; and decks. (42 Hours/\$420.00)

## MEDICAL OFFICE PROCEDURES

Learners will learn to provide customer support and service in a medical office. Prepare and maintain inventory of equipment and supplies. Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules. Demonstrate understanding of medical terminology. Schedule and maintain appointments for patients and practitioners. And, prepare and process medical records. (64 Hours/\$1192.00)

## MEDICAL TERMINOLOGY I

Learner will learn the fundamentals of Medical Terminology and how to recognize and define suffixes, pre-fixes and root words to understand medical terminology. (7 Hours/\$149.00)

## MEDICAL TERMINOLOGY II

Learner will continue to learn the Medical Terminology and become adept and proficient in its proper usage. (7 Hours/\$149.00)

## MICROSOFT ACCESS FUNDAMENTALS

This course will teach learners how to quickly and efficiently add, edit, sort and format large volumes of data. When this course is completed the learner will have a clear understanding of basic database concepts and terminology. Additionally, learners will learn to add and remove records in a table, pull up select information using the query function, and print data in report format. (7 Hours/\$149.00)

## MICROSOFT ACCESS INTERMEDIATE

In this mid-level Microsoft Access course, learners will learn how to enhance database designs by using the principles of data normalization, table relationships, and referential integrity; by querying multiple tables for data used in customized forms, reports, and sub-reports; and by creating data access pages. This course meets many of the Microsoft Proficiency Guidelines for Access at the Expert level. (7 Hours/\$149.00)

## MICROSOFT ACCESS ADVANCED

In this final level course learners will learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate your forms. In addition, learners will gain experience with Internet-related features, including hyperlinks and the Web toolbar. This course meets the Microsoft Proficiency Guidelines for Microsoft Access at the Expert level. (7 Hours/\$149.00)

#### MICROSOFT EXCEL FUNDAMENTALS

Excel Fundamental teaches learners the basics of creating, editing, and saving worksheets. The learners will learn how to work with formulas and functions to calculate and return values, format data, turn data into visual charts and work with worksheets in a workbook. (7 Hours/\$149.00)

#### MICROSOFT EXCEL INTERMEDIATE

Excel intermediate teaches learners the skills and concepts necessary to create advanced charts. The learner will be introduced to the powerful list management capabilities of Excel. This function teaches learners how to manage a list of data using the sort and filter commands to locate information quickly. (7 Hours/\$149.00)

#### MICROSOFT EXCEL ADVANCED

The advanced Excel class teaches learners how to personalize the look of screens and worksheets by creating customized toolbars and creating styles and templates. Work with advanced functions, create pivot tables to analyze worksheet data, outline and consolidate worksheets, and protect worksheets by locking cells. Learners learn how to create and modify macros by using the Visual Basic Editor. (7 Hours/\$149.00)

#### MICROSOFT EXCEL MACROS

Excel Macros provides competency in customizing the Excel interface, using templates, using custom chart types, using workbook collaboration features, using workbook integration and XML features, creating and editing macros, controlling macro assignments and functionality, and troubleshooting macros. (7 Hours/\$149.00)

#### MOTION PICTURE PRODUCTION DESIGN

An examination of the techniques of Film Production Design, concentrating on creative problem-solving, architectural styles and building structures, architectural model-building, and an introduction to special effects techniques. An exploration of how the production designer approaches and designs a film project, from conceptual drawings and blueprints to the actual implementation of design techniques and methods. Learners will be given an overview of the art department, which is run by the production designer. They will learn the hierarchy of the art department and where each learner would find the best fit. (60 Hours/\$2520.00)

#### MICROSOFT OUTLOOK FUNDAMENTALS

Learners will learn the basics of Outlook. (7 Hours/\$149.00)

#### MICROSOFT OUTLOOK INTERMEDIATE

Learners will learn advanced features of Outlook. (7 Hours/\$149.00)

#### MICROSOFT POWERPOINT FUNDAMENTALS

Learners will learn to convey ideas visually to create exciting presentations. They will learn to format text, insert art, create charts, change color schemes and templates, to develop professional slide show. (7 Hours/\$149.00)

#### MICROSOFT POWERPOINT INTERMEDIATE

Upon successful completion of this course, learners will be able to: explore, design and create template presentations. Work with clip art, animate your slide shows, and add movies and sound. Learn how to insert office objects, create slides from an outline, and send slides to Microsoft Word. Explore customization options and automate slide production. Create hyperlinks to the World Wide Web, interactive objects and work with slide show options. (7 Hours/\$149.00)

#### MICROSOFT WORD FUNDAMENTALS

Learner will learn the basics of Microsoft Word. They will learn how to create, save, open, and print professional looking documents. Other areas developed will be editing and formatting text, working with tables, and using productivity tools. (7 Hours/\$149.00)

#### MICROSOFT WORD INTERMEDIATE

This class takes learners to the next level of Microsoft Word. They will learn intermediate document formatting & mail merge capabilities. Mail merge allows learners to import data (names addresses etc.) from a data base and automatically create form letters and envelopes for mass mailing. The intermediate document formatting portion of the class will allow the learner to create and use templates and styles that can be used over and over again. Additionally, learning how to format newspaper columns and work with headers and footers. (7 Hours/\$149.00)

#### MICROSOFT WORD ADVANCED

This class is advanced Microsoft Word. In this class learners learn advanced skills for creating and using advanced styles, templates, and forms. They will learn how to import graphics to create powerful documents. The learners will experience working with large documents; determining document layout; and sharing documents online. This course meets the Microsoft Proficiency Guidelines for Word at the Expert level. (7 Hours/\$149.00)

#### MICROSOFT VISIO

Learners will learn how to create a variety of charts and graphs used in the business arena. (7 Hours/\$149.00)

## PREPARE AND DELIVER EFFECTIVE PRESENTATIONS

Learners will learn how to prepare presentations and how to effectively deliver a presentation. (7 Hours/\$149.00)

## POST PRODUCTION SUPERVISOR

Advanced film post-production methods are applied as learners learn to prepare for the delivery of a film or video project. Included techniques are off-line and on-line editing, audio postproduction, and how to properly schedule the delivery of a film's elements. Learners will learn every aspect of motion picture film and video delivery. (60 Hours/\$2520.00)

## PRINCIPLES OF MARKETING

Learners will learn the basics of marketing; marketing research; consumer and business buying behavior; understanding customers, products, distribution, promotion, and price; and, marketing management. (7 Hours/\$149.00)

## PRODUCING

Learners will learn how to create conditions for making movies. It is the producer's role to initiate, coordinate, supervise, and control matters and issues such as communicating with investors, hiring key personnel overseeing the movie- set, and arranging movie distributors for the finished product. In filmmaking, financing stops with the producer. Learners will learn how to handle issues that may arise when producing a film or video. (60 Hours/\$2520.00)

## PRODUCTION MANAGEMENT AND ASSISTANT DIRECTOR

Learners learn to break down film scripts for budgeting and scheduling purposes. Learners are challenged to think comprehensively about film projects in terms of the realities of filmmaking. Learners will learn how to set-up and run a production office, how to locate crew, how to file paperwork, and how to wrap out a project. Pre-production through the finished product will be covered. (60 Hours/\$2520.00)

## PROFESSIONAL ETIQUETTE

Learners learn about the fundamentals of business etiquette. Learners learn how to build relationships, create a professional appearance, develop positive relationships with co-workers, and practice cubicle and office etiquette. In addition, the course teaches learners the appropriate behavior and etiquette when using the Internet, in daily communications, and in meetings. Learners also learn how to handle ethical dilemmas and personal issues, become a good conversationalist, and be courteous when communicating. Learners also examine the appropriate etiquette for business meals and functions, as well as how to be a courteous traveler at home or abroad. (7 Hours/\$149.00)

## PROJECT

Learners will learn the fundamentals of Project including characteristics of a project, implementation of a project, time management, and cost approximation. (14 Hours/\$298.00)

## PUBLISHER FUNDAMENTALS

This course will give learners the tools to create letterhead, business cards, posters, invitations, etc. Learners will also learn how to create newsletters, brochures, and flyers. They will discover how to use graphics, fonts and layout features useful to enhance any project. This course will use Microsoft Publisher. (7 Hours/\$149.00)

## QUALITY CUSTOMER SERVICE & BEYOND

This course teaches learners how to go beyond customer service to retain and satisfy established clientele and attract new clientele. Within this course you learners learn and practice many useful tips to not only increase customer satisfaction and generate meaningful feedback, but, also, develop customer loyalty. (7 Hours/\$149.00)

## QUICKBOOKS

This class will provide learners with the skills of working with QuickBooks, an accounting application for small businesses. Learn to create invoices, enter purchases, pay employees, and manage your checking account. Learners will learn how to customize forms; work with credit card transactions, work with Asset, Liability and Equity accounts; create and customize reports and graphs; track and pay sales tax; manage payroll, complete job estimates, time tracking and costing; and create customized letters and forms. (7 Hours/\$149.00)

## RESIDENTIAL MAINTENANCE WORKER

Learners will be introduced to the following: general safety in the workplace; working safely in the residential maintenance industry; math for residential maintenance workers; tools and equipment; residential plumbing basics; electrical basics; residential insulation and weatherizing; drywall repair; and interior and exterior painting. (42 Hours/\$420.00)

## SCRIPT WRITING

Professional methods and techniques of script writing are taught. This class will teach learners how to proceed with finding an agent to represent them and how to sell their scripts. Learners will work with a renowned script writer and learn relevant and hands-on applications of script writing. (60 Hours/\$2520.00)

## TIME MANAGEMENT

Time management skills are vitally important in careers. Learners learn how to identify the benefits of time management and how to set priorities to become productive in the workplace. Time management plans assist employees in identifying company goals, creating daily plans, and recognizing obstacles and how to navigate their way through. Learners learn how to increase productivity by controlling interruptions and meetings, and recognizing factors that adversely affect productivity. Also, learners learn how to avoid information overload by identifying causes, screening information, controlling paperwork, and using a filing system to organize your office. (7 Hours/\$149.00)

## VISUAL BASIC

Visual Basic is the most popular development tool in the world and is probably the easiest to learn. Learners will learn the basics of window design and how to add various controls to your user interfaces. They will also learn about databases and Structured Query Language (SQL) and how to use these powerful tools in applications. (7 Hours/\$149.00)

## WEB DESIGN WITH FREE TOOLS

Learners will learn how to design professional looking websites utilizing free tools on the internet. (7 Hours/\$149.00)

# ON-LINE CLASS DESCRIPTIONS

*Classes subject to revision/change as needed.*

**Class Fee:** \$99.00 *(The majority of classes are priced at \$99.00. Please check on-line for actual pricing.)*

**Class Hours:** *Majority of classes are six (6) weeks consisting of two (2) lessons per week.*

**Note:** *Please check on-line for additional course information.*

## BUSINESS COURSES

### **Accounting Fundamentals**

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

### **Administrative Assistant Fundamentals**

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

### **Managing Customer Service**

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

### **Professional Sales Skills**

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

### **Principles of Sales Management**

Master the art of managing sales teams from a sales professional.

### **Successful Construction Business Management**

Gain a powerful and permanent advantage over the competition by practicing expert management.

### **Introduction to QuickBooks**

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

### **Distribution and Logistics Management**

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

### **Introduction to Business Analysis**

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

### **Mastery of Business Fundamentals**

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

### **Project Management Fundamentals**

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

### **Project Management Professional Certification Prep 1**

Prepare to take—and pass—the PMP certification exam. Course 1 of 2.

### **Understanding the Human Resources Function**

Learn to handle human resource functions to ensure the best possible results.

### **Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

### **Total Quality Fundamentals**

Give yourself a strong foundation in total quality management.

### **Fundamentals of Supervision and Management**

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

### **High Speed Project Management**

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

### **Purchasing Fundamentals**

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

## **START YOUR OWN BUSINESS**

### **Learn to Buy and Sell on eBay**

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

### **Marketing Your Business on the Internet**

E-commerce expert helps you develop an Internet marketing plan for your business.

### **Start Your Own eBay Drop Off Store**

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

### **Secrets of the Caterer**

Learn cooking and business secrets from a professional caterer.

### **Wow, What a Great Event!**

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

### **Growing Plants for Fun and Profit**

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

### **Publish It Yourself: How to Start and Operate Your Own Publishing Business**

Convert manuscripts into income by producing and selling books like the pros.

### **Start Your Own Consulting Practice**

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

### **Start and 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.

### **Creating a Successful Business Plan**

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

### **Business and Marketing Writing**

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

## **GRANT WRITING/ NONPROFITS**

### **Creating Your Own Nonprofit**

Industry veteran shows you how to take a nonprofit business from vision to reality.

### **Introduction to Nonprofit Management**

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

### **Marketing Your Nonprofit**

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

### **Get Grants!**

Learn how to develop successful, fundable grants from experts in the field.

### **A to Z Grantwriting**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

### **Writing Effective Grant Proposals**

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

### **Advanced Grant Proposal Writing**

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

### **Becoming a Grant Writing Consultant**

Increase your income while working from home by starting a grant writing consulting business.

## **CAREER IDEAS**

### **Become a Veterinary Assistant**

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

### **Real Estate Investing**

Build and protect your wealth by investing in real estate.

### **Get Paid to Travel**

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

### **Fundamentals of Technical Writing**

Learn the skills you need to succeed in the well-paying field of technical writing.

### **Introduction to Criminal Law**

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

### **Legal Nurse Consulting**

Begin a new career by helping attorneys understand and resolve medical cases and claims.

### **Paralegal Preparation 1**

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

### **Introduction to the Game Industry**

Leading game designer prepares you for a career in game development, design, and production.

### **Theme Park Engineering**

Get a behind-the-scenes look at your favorite parks from the person who engineers their top attractions.

## **Personal Development**

### **Listen to Your Heart, and Success Will Follow**

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

### **Grammar Refresher**

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

### **Twelve Steps to a Successful Job Search**

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

### **Individual Excellence:**

#### **Secrets of Career Success**

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

### **Leadership**

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

### **Computer Skills for the Workplace**

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

### **Merrill Ream Speed Reading**

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

## **PERSONAL ENRICHMENT**

### **Get Assertive!**

Find out how you can stop others from intimidating you or treating you poorly.

### **Goodbye to Shy**

Become more confident in social, professional, and romantic situations.

### **Get Funny!**

Use humor to disarm, befriend, motivate, inspire, and inform others.

### **Achieving Success with Difficult People**

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

### **The Magic of Hypnosis**

Learn to use hypnotic suggestion on yourself and others with amazing results.

### **Keys to Effective Communication**

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

### **Handling Medical Emergencies**

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

### **Outdoor Survival Techniques**

Learn the essential skills you will need to survive in a remote or stranded condition.

## **TEST PREP**

### **GED Preparation**

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

### **Prepare for the GED Language Arts, Writing Test**

Prepare for the GED test on language arts and writing.

### **SAT/ACT Preparation - Part 1**

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

### **SAT/ACT Preparation - Part 2**

Do your best on the quantitative section of the new SAT.

### **GRE Preparation - Part 1**

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

### **GRE Preparation - Part 2**

Learn a variety of useful techniques for tackling the math section of the GRE.

### **LSAT Preparation - Part 1**

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

### **LSAT Preparation - Part 2**

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

### **GMAT Preparation**

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

### **Prepare for the GED Math Test**

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

## **DIGITAL PHOTOGRAPHY**

### **Discover Digital Photography**

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

### **Photoshop Elements**

*I and II are now available!*

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

### **Making Movies with Windows XP**

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

### **Photographing People With Your Digital Camera**

Expert shows you how to take beautiful pictures of adults, children, and babies.

### **ENTERTAINMENT**

### **Music Made Easy**

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

### **Drawing for the Absolute Beginner**

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

### **Get Paid to Travel**

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

### **FAMILY & FRIENDS**

### **Luscious, Low-Fat,**

### **Lightning-Quick Meals**

Discover how easy it can be to prepare meals that are both delicious and nutritious!

### **Wine Appreciation for Beginners**

Master and enjoy the secrets of fine wine.

### **Genealogy Basics**

Begin an exciting and fascinating exploration of your roots.

### **Assisting Aging Parents**

Be prepared to handle the challenges of aging while learning to cherish the transition.

### **Ready, Set, Read!**

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

### **Enhancing Language Development in Childhood**

Enrich the lives of your children by helping them become proficient speakers and thinkers.

## **Understanding Adolescents**

Unlock the secrets of the adolescent mind to improve relations.

## **Get Paid to Travel**

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

## **LANGUAGES**

### **Speed Spanish I**

*II and III are now available!*

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

### **Instant Italian**

Learn Italian from the comfort of your home in this fun and enjoyable online course.

### **Beginning Conversational French**

Discover how easy it can be to learn common words and phrases for both leisure and business.

### **Beginning Braille Transcription**

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

### **Grammar for ESL**

If English is your second language, this course will teach you the principles you'll need to succeed.

### **Writing for ESL**

Learn how to write in English more effectively to succeed in college and at work.

## **ART, HISTORY, MATH, & MORE**

### **Enjoying European Art Online**

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information.

### **Teaching Science: Grades 4-6**

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

## **Everyday Math**

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

## **Introduction to Algebra**

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

## **LAW & LEGAL CAREERS**

### **Introduction to Criminal Law**

*2 courses available!*

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

### **Evidence Law**

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

### **Winning Strategy for the Courtroom**

Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

### **Constitutional Law: Bill of Rights**

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

### **Legal Nurse Consulting**

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

### **Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

### **Workers' Compensation**

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

### **Paralegal Preparation 1**

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

## **LSAT Preparation - Part 1 - *Course 1 of 2***

Learn about law school entrance procedures and improve your test-taking skills.

### **PERSONAL FINANCE**

#### **Real Estate Investing**

Build and protect your wealth by investing in real estate.

#### **Debt Elimination Techniques That Work**

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

#### **Where Does All My Money Go?**

Learn how to get control of your money once and for all.

#### **Listen to Your Heart, and Success Will Follow**

Find meaning through work.

#### **Personal Finance**

Protect your assets and discover how best to achieve all your financial goals.

#### **Stocks, Bonds, and Investing: Oh, My!**

Make wise investment decisions so you have enough to live comfortably through your retirement.

#### **The Analysis and Valuation of Stocks**

Discover valuable techniques that show you step-by-step how to research and value stocks.

#### **Introduction to Stock Options**

Learn how stock options can help you profit in any type of market.

#### **Building Wealth**

Certified financial planner shows you how most wealthy people build their fortunes.

#### **Introduction to Microsoft Excel**

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

## HEALTH CARE

### **Medical Terminology: A Word Association Approach**

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### **Human Anatomy and Physiology**

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

### **Become a Veterinary Assistant**

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

### **Become a Veterinary Assistant II: Canine Reproduction**

Manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

### **Become a Veterinary Assistant III: Practical Skills**

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

### **Handling Medical Emergencies**

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

### **Legal Nurse Consulting**

Begin a new career by helping attorneys understand and resolve medical cases and claims.

### **Introduction to Natural Health and Healing**

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

## TEACHING

### **Solving Classroom Discipline Problems**

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

### **Survival Kit for New Teachers**

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

**Differentiated Instruction in the Classroom**

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

**Big Ideas in Little Books**

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

**The Classroom Computer**

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

**Using the Internet in the Classroom**

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

**Microsoft PowerPoint in the Classroom**

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

**The Creative Classroom**

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

**Integrating Technology in the K-5 Classroom**

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

**Microsoft Word in the Classroom**

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

**Ready, Set, Read!**

Learning specialist shows you how to develop successful readers and writers.

**Microsoft Excel in the Classroom**

Discover how Excel can help you improve your effectiveness as a teacher.

## **WRITING**

### **Writeriffic:**

#### **Creativity Training for Writers**

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

#### **Grammar Refresher**

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

#### **The Keys to Effective Editing**

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

#### **Introduction to Journaling**

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

#### **Pleasures of Poetry**

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.

#### **Beginner's Guide to Getting Published**

Published writer shows you how to give yourself the credibility you need to get your works published.

#### **Romance Writing Secrets**

Learn how to write and sell romance novels from a veteran romance author.

#### **Write Your Life Story**

Give your family and friends an inspirational autobiography.

#### **Write Fiction Like a Pro**

Author teaches you how professional writers use story outlines to structure any type of story.

#### **The Craft of Magazine Writing**

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

#### **Advanced Fiction Writing**

Explore advanced fiction writing techniques with a published novelist.

### **Research Methods for Writers**

Learn the most efficient and effective methods to conduct research for any writing project.

### **Fundamentals of Technical Writing**

Learn the skills you need to succeed in the well-paying field of technical writing.

### **Creating a Sense of Place**

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

### **Forensic Science For Writer**

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

### **Effective Business Writing**

Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

### **Mystery Writing**

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

### **Writing for Children**

Published children's author shows you how to touch the hearts of children by creating books for them.

### **Travel Writing**

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

### **Beginning Writer's Workshop**

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

## **BASIC COMPUTER LITERACY**

### **Keyboarding**

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

### **Introduction to Windows Vista**

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

### **Introduction to the Internet**

Master the ins and outs of the Internet with this informative behind-the-scenes look.

### **Introduction to Windows XP**

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

### **Introduction to Linux**

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

### **101 Tips and Tricks for the iMac and Macintosh**

Experienced instructor shows you how to become a more productive Mac user.

### **Computer Skills for the Workplace**

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

### **Introduction to PC Security**

What you don't know can really hurt you. Learn what you can do to protect yourself.

## **COMPUTER APPLICATIONS**

### **Introduction to Microsoft Word**

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

### **Intermediate Microsoft Word**

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

### **Advanced Microsoft Word**

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

### **Introduction to Microsoft Access**

Store, locate, print, and automate access to all types of information.

**Intermediate Microsoft Access**

Learn to solve real-world business problems with Access.

**Introduction to Microsoft Excel**

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

**Intermediate Microsoft Excel**

Work faster and more productively with Excel's most powerful tools.

**Advanced Microsoft Excel**

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

**Introduction to PowerPoint**

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

**Introduction to Microsoft Publisher**

Create brochures, newsletters, and Web sites with ease.

**Introduction to Microsoft Outlook**

Communicate and manage information better and faster.

**Introduction to Microsoft Project**

Use the ultimate project planning and control tool to its fullest.

**Introduction to Oracle**

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

**Introduction to Microsoft Visio 2003**

Learn how to design professional-looking diagrams with Microsoft Visio 2003.

**Introduction to QuickBooks**

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

**Performing Payroll in QuickBooks**

Discover the secrets of effortlessly setting up and processing your payroll.

### **QuickBooks for Contractors**

Harness the power of QuickBooks Premier Contractor Edition for increased success.

### **Introduction to Photoshop**

Learn the basics of using Adobe Photoshop to create images and edit photos.

### **Design Projects for Adobe Illustrator**

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

### **Intermediate Photoshop CS2**

Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame.

### **Introduction to CorelDraw**

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

### **Introduction to Dreamweaver**

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

## **WEB PROGRAMMING**

### **Introduction to Java Programming**

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

### **Introduction to CSS and XHTML**

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

### **Introduction to Perl Programming**

Learn a programming skill that will make you a more valuable Web developer or system administrator.

### **Creating User Requirements Documents**

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

## **High-Speed Project Management**

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

## **Introduction to ASP.NET**

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

## **Introduction to PHP and MySQL**

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

## **WEB DESIGN**

### **Creating Web Pages**

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

### **Creating Web Pages II**

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

### **Introduction to Dreamweaver**

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

### **Introduction to Microsoft FrontPage**

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

### **Designing Effective Websites**

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

### **Achieving Top Search Engine Positions**

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

### **Creating Web Graphics with Photoshop CS3**

Learn how to use Photoshop to create graphics for the Web.

### **Introduction to Flash**

Learn how to create exciting interactive animations from a working Flash designer and author.

## **Drawing for the Absolute Beginner**

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

## **COMPUTER PROGRAMMING**

### **Introduction to C++ Programming**

Learn to program in C++, even if you have no prior programming experience!

### **Introduction to C# Programming**

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

### **Intermediate C# Programming**

Learn to write Graphical User Interface programs in the C# Programming Language.

### **Introduction Visual Basic 2005**

Discover how to write VB programs that can access and modify a database.

### **Introduction to Alice 2.0 Programming**

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 SQL**

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

### **Introduction to Database Development**

An experienced professional guides you through a structured approach to database design and development.

### **Introduction to Perl Programming**

Learn a programming skill that will make you a more valuable Web developer or system administrator.

### **Introduction to the Game Industry**

Leading game designer prepares you for a career in game development, design, and production.

## NETWORKING/TROUBLE-SHOOTING

### **Introduction to PC Troubleshooting**

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

### **Introduction to Networking**

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

### **Intermediate Networking**

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

### **Wireless Networking**

Industry expert shows you how to plan, deploy, and connect to wireless networks.

### **Introduction to PC Security**

What you don't know can really hurt you. Learn what you can do to protect yourself.

## CERTIFICATION PREP

### **Basic CompTIA® A+ Certification Prep**

Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

### **Microsoft Windows Certification Prep: Exam 70-270**

Prepare to pass Microsoft exam 70-270: Installing, Configuring, and Administering Microsoft Windows XP Professional.

### **CompTIA Security+ Certification Prep**

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

### **CompTIA® Network+ Certification Prep**

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

## NEW RELEASES

### **Introduction to Microsoft PowerPoint 2007**

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

### **Guided Reading: Strategies for the Differentiated Classroom**

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

### **Introduction to Microsoft Project 2007**

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

### **Intermediate Photoshop CS3**

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

### **Microsoft Word 2007 in the Classroom**

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

### **Introduction to Python 2.5 Programming**

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.

### **Intermediate PHP and MySQL**

Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.

### **Working Successfully With Learning Disabled Students**

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