

Learn  
from the  
comfort of  
home!

# > Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end).

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

## How to Get Started:

1. Visit our Online Instruction Center:
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### Introduction to Microsoft Excel

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

### Creating Web Pages

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

### Accounting Fundamentals

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

### Speed Spanish

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

### A to Z Grantwriting

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

### 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.

### Introduction to QuickBooks

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

### Grammar Refresher

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

### Intermediate Microsoft Excel

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

### Real Estate Investing

Build and protect your wealth by investing in real estate.

### Introduction to Microsoft Access

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

### Introduction to Microsoft Word

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

### Project Management Fundamentals

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

### 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 Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

### Introduction to PC Troubleshooting

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

### Introduction to PowerPoint

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

### Creating Web Pages II

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

### Discover Digital Photography

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

### GRE Preparation - Part 1

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

## Learn More...

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

**New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.**

## Enroll Now!

**Visit our Online Instruction Center today!**

**or call:**

## Courses Start as Low as:

## Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

**MORE COURSES AVAILABLE  
AT OUR ONLINE INSTRUCTION CENTER**