

# Online Certificate Programs



*Please see the online course section in this brochure for registration information and visit the Web site for course requirements.*

## BUSINESS AND MANAGEMENT COURSES

Start Your Own Consulting Practice	\$85	CE.ONL 245
Accounting Fundamentals	\$85	CE.ONL 259
Accounting Fundamentals II	\$85	CE.ONL 397
Learn to Buy and Sell on eBay	\$85	CE.ONL 280
Effective Business Writing	\$85	CE.ONL 281
High Speed Project Management	\$85	CE.ONL 282
Principles of Sales Management	\$85	CE.ONL 283
Understanding the Human Resources Function	\$85	CE.ONL 284
Becoming a Grant Writing Consultant	\$85	CE.ONL 301
Introduction to Nonprofit Management	\$85	CE.ONL 323
Writing Effective Grant Proposals	\$85	CE.ONL 324
Administrative Assistant Fundamentals	\$85	CE.ONL 302
Fundamentals of Supervision & Management	\$85	CE.ONL 303
Customer Service Fundamentals	\$85	CE.ONL 325
Project Management Fundamentals	\$85	CE.ONL 326
Project Management Applications	\$85	CE.ONL 327
Mastery of Business Fundamentals	\$85	CE.ONL 331
Mastery of Business Applications	\$85	CE.ONL 332
Purchasing Fundamentals	\$85	CE.ONL 351
Purchasing Applications	\$85	CE.ONL 352
Six Sigma: Total Quality Fundamentals	\$85	CE.ONL 353
Six Sigma: Total Quality Applications	\$85	CE.ONL 354
Professional Sales Skills	\$85	CE.ONL 364
Effective Selling	\$85	CE.ONL 365
Manufacturing Fundamentals	\$85	CE.ONL 370
Manufacturing Applications	\$85	CE.ONL 371
Start & Operate Your Own Home-based Business	\$85	CE.ONL 396
Real Estate Law	\$85	CE.ONL 426

## HEALTH CARE COURSES AND PROGRAMS

Certificate in Gerontology	\$198	CE.ONL 319
Medical Terminology	\$85	CE.ONL 333
Introduction to Natural Health and Healing	\$85	CE.ONL 367
Certificate in Pain Assessment Management	\$179	CE.ONL 368
Certificate in Perinatal Issues	\$119	CE.ONL 369
Human Anatomy & Physiology	\$85	CE.ONL 395
Legal Nurse Consulting	\$85	CE.ONL 427
HIPAA Compliance	\$85	CE.ONL 464

## PERSONAL ENRICHMENT COURSES – WRITING, TEST PREP

Writerific: Creativity Training for Writers	\$85	CE.ONL 230
Keys to Effective Communication	\$85	CE.ONL 337
Beginner's Guide to Getting Published	\$85	CE.ONL 338
Speed Spanish	\$85	CE.ONL 231
A to Z Grantwriting	\$85	CE.ONL 233
The Craft of Magazine Writing	\$85	CE.ONL 234
Write Like a Pro	\$85	CE.ONL 297
Grammar Refresher	\$85	CE.ONL 313
Genealogy Basics	\$85	CE.ONL 235
Travel Writing	\$85	CE.ONL 236
Discover Digital Photography	\$85	CE.ONL 243
Pleasures of Poetry	\$85	CE.ONL 262
Fundamentals of Technical Writing	\$85	CE.ONL 264
Merrill Ream Speed Reading	\$85	CE.ONL 278
Intro. To Stock Options	\$85	CE.ONL 340
Resume Writing Workshop	\$85	CE.ONL 300
GRE Test Prep.-Part I (Verbal & Analytical)	\$99	CE.ONL 238
GRE Test Prep.-Part II (Quantitative)	\$99	CE.ONL 239
GMAT Preparation	\$99	CE.ONL 242
GED Preparation	\$85	CE.ONL 261
Prep for GED Language Arts, Writing Test	\$85	CE.ONL 398
Prep for GED Math	\$85	CE.ONL 399
LSAT Preparation – Part I	\$99	CE.ONL 317
LSAT Preparation – Part II	\$99	CE.ONL 318
Research Methods for Writers	\$85	CE.ONL 355
Introduction to Journaling	\$85	CE.ONL 363
Beginning Writers Workshop	\$85	CE.ONL 417
Speed Spanish II	\$85	CE.ONL 410
Secrets of Better Photography	\$85	CE.ONL 344

## TEACHER EDUCATION

Using the Internet in the Classroom	\$85	CE.ONL 374
Solving Classroom Discipline Problems	\$85	CE.ONL 375
The Creative Classroom	\$85	CE.ONL 390
Ready, Set, Read	\$85	CE.ONL 391
Integrating Technology in the Classroom	\$85	CE.ONL 416
Teaching Science: Grades 4-6	\$85	CE.ONL 428
Differentiated Instruction in the Classroom	\$85	CE.ONL 429
Working Successfully with Learning Disabled Students	\$85	CE.ONL 452
Teaching Math: Grades 4-6	\$85	CE.ONL 451
Creating the Inclusive Classroom: Strategies for Success	\$85	CE.ONL 450
Creating a Classroom Web Site	\$85	CE.ONL 462