

Online 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

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