



# Extension

COMMUNITY EDUCATION · SUMMER & FALL 2019

## ONLINE COURSES CATALOG



550+ COURSES!



### COURSE CATEGORIES

- ACCOUNTING & FINANCE
- BUSINESS
- NONPROFIT
- CHILDREN, PARENTS, AND FAMILY
- COLLEGE READINESS
- COMPUTERS
- DATABASE MANAGEMENT
- DIGITAL PHOTOGRAPHY
- GRAPHIC DESIGN
- HEALTH CARE
- LANGUAGE AND ARTS
- LAW AND LEGAL
- MICROSOFT APPLICATIONS
- PERSONAL ENRICHMENT
- PROJECT MANAGEMENT
- TEACHING AND EDUCATION
- VETERINARY
- WEB DESIGN
- WRITING

AND MORE!

Prices range from \$30 to \$299.  
Most 6-week courses  
are just \$108

### Complete your courses any time, anywhere!

Our instructor-led and self-paced online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. Visit our website to view start dates for the courses that interest you.



Instructor-Led



6-week format



Flexible Pace



Affordable



Student Friendly



Effective

Find Your Course

(831) 479-6331  
[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

# Welcome...

Our instructor-facilitated and self-paced online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Our instructor-led courses run for six weeks (with a ten-day grace period at the end). Our self-paced tutorials allow you to register at any time and complete a course on your own schedule. All courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

## Start Dates:

Please visit our Online Instruction Center to see exact start dates for the courses that interest you. Self-paced tutorials allow you to register at any time and complete the courses at your own pace.

## Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

## HOW TO GET STARTED:

1. Visit our Online Instruction Center:  
[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)
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.

# NEW... Self-Paced Online Tutorials!

## Introducing our new Self-Paced Online Tutorials

which are counterparts to many of our 6-week online classes. This option allows you to complete a course on your own schedule. What makes this option different?

- All content is made available to you immediately after you register (instead of being released one module at a time).
- You can work through content at your own speed (no more instructor-led track).
- Courses must be completed in three months instead of six weeks.
- You can start the course any time instead of the fixed monthly start dates.

## Register at any time!

If you want to quickly build industry skills or earn continuing education credits, these independent study tutorials are for you! They cover a wide variety of fields, and you can start anytime and work at your own pace. You'll have access to all course material and assessments from day one, and many tutorials can be completed in just a few hours. You'll enjoy content developed by industry leaders and get helpful student support whenever you need it. Upon finishing your tutorial with a passing score, you'll receive a certificate of completion.

New courses are being added on a regular basis so please continue to check back for more and exciting new content!

For a full listing of all our Self-Paced and traditional Online Courses please visit our website:

[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

## SELF-PACED ONLINE TUTORIAL COURSES (NEW)

### HEALTH CARE AND MEDICAL

#### Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

#### Handling Medical Emergencies

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

#### Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

### ALTERNATIVE MEDICINE

#### Introduction to Natural Health and Healing

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

### WRITING AND PUBLISHING

#### Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

#### Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular web publisher.

#### 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 non-fiction.

### PERSONAL FINANCE AND REAL ESTATE

#### Personal Finance

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

#### Real Estate Investing

Build and protect your wealth by investing in real estate.

### MARKETING AND WEBSITE CREATION

#### Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular web publisher.

#### Creating Web Pages

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

#### Blogging and Podcasting for Beginners

Learn how to create your very own blog and podcast using the tools that you already have available on your computer.

### COMPUTERS AND INFORMATION SECURITY

#### Introduction to Mobile Security

Mobile devices continue to grow in importance. This class helps you understand the different types of risks associated with mobile devices, develop a list of ways to secure these devices, and how to apply device security through the use of live virtual machine labs, lab simulations, and case projects.

#### Introduction to Cryptography

Cryptography is used to protect secure transmission of information. This course is an excellent starting point to understanding cryptography, learn how it is used, and understand hash, symmetric, and asymmetric cryptographic algorithms.

#### Introduction to PC Security

Learn why you are at risk and what you can do to protect your precious personal data and business data from the outside world. This course is taught by a security expert, and will quickly bring you up to speed on the fundamentals of PC and network security.

#### Creating Mobile Apps with HTML5

Do you want to make mobile apps that run on mobile devices? Discover a better way to build apps by learning and optimizing a cross-platform mobile app using the very latest HTML5 standards. You will build your first mobile app by the end of this course!

(831) 479-6331 | [www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

Find Your Course



Learn from the comfort of home!

- 24-Hour Access
- Register any time!
- Complete courses at your own pace!

Our self-paced online tutorials are informative, fun, convenient, affordable, and highly interactive. We focus on creating supportive communities for our learners. Register any time!

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: \$30

## MOST POPULAR SELF-PACED TUTORIALS

#### Speed Spanish

Imagine yourself speaking, writing, and reading Spanish. This class is designed for anyone who wants to learn Spanish *pronto*.

#### Twelve Steps to a Successful Job Search

Get the job you want quickly and easily in any economy. Taught by a world renowned author and career advisor, you will be given step-by-step instructors on how to get that job, build rapport with interviewers in this motivational course that will increase your confidence.

#### Understanding Adolescents

Uncover the secrets of the adolescent mind. This course helps you gain valuable information on how adolescents feel, how their identities develop, and how you can best meet their needs.

#### ASE Technician Test Preparation

Prepare for the Automotive Service Excellence Exams. A detailed, three-tiered preparatory methodology is designed to increase confidence, and gain test-taking practice in a simulated, timed exam environment.

#### Get Assertive!

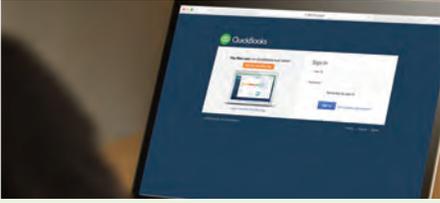
Get the assertiveness training you need in order to become more confident and powerful with family members, friends, bosses, co-workers, professionals. It is your turn to speak up!

For a full listing of all of our Self-Paced Online Tutorials, please visit our website.

[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

## INSTRUCTOR-LED ONLINE COURSES

### Introduction to QuickBooks Online



Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

### Beginner's Guide to Getting Published



Published writer shows you how to give yourself the credibility you need to get your books and articles published.

### Certificate in Global Healing Systems



(13 contact hours) Deepen your knowledge of medical treatment by exploring alternative health care practices from India, China, Eastern Europe, and Central, North, and South America.

## ACCOUNTING & FINANCES

### Intermediate QuickBooks

Version Available: 2013, 2014, 2015, 2016

Master the advanced features of QuickBooks and learn to manage multiple company files, create customer statements, enter price levels for inventory, and much more.

### Introduction to Crystal Reports

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

### Introduction to Microsoft Excel

Versions Available: 2007, 2010, 2013, 2016

Become proficient in using Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

### Introduction to QuickBooks

Versions Available: 2013, 2014, 2015, 2016

Gain control of your business as you learn to use this powerful accounting software to create and print invoices, track your payables and receivables, and more.

### Introduction to QuickBooks Online

Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

### Microsoft Excel - Pivot Tables

Master all the features of Excel Pivot Tables, including little-known options and settings, layouts, calculated fields, multi-level subtotals, Pivot Charts, Timelines, and Slicers.

### Performing Payroll in QuickBooks

Versions Available: 2013, 2014, 2015

Learn how to use QuickBooks to create paychecks, pay taxes, generate forms, and produce dazzling reports.

### QuickBooks for Contractors

Versions Available: 2013, 2014, 2015

Learn how to use the Premier Contractor Edition of QuickBooks 2014 for your construction business to create contract estimates, perform time tracking and job costing, generate powerful reports, and much more.

## ARTS

### Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your books and articles published.

### Drawing for the Absolute Beginner

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

*Visit our website  
to find more courses!*  
[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

## ALTERNATIVE MEDICINE

### Certificate in Complementary and Alternative Medicine

(22 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

### Certificate in Healing Environments

In this innovative certificate program, you'll examine how Optimal Healing Environments (OHEs) impact the health of individuals and communities on a physical, social, psychological, and spiritual level.

### Certificate in Spirituality, Health, and Healing

(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

### Certificate in Meditation

(8 contact hours) In this certificate program, you'll explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

### Certificate in Stress Management

(14 contact hours) Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

### Certificate in Energy Medicine

(10 contact hours) Explore the use of healing energy medicine techniques in health care, including meditation, acupuncture, qigong, sound and music therapy, and gentle hand techniques such as Reiki and reflexology.

### Introduction to Natural Health and Healing

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

### Certificate in Global Healing Systems

(13 contact hours) Deepen your knowledge of medical treatment by exploring alternative health care practices from India, China, Eastern Europe, and Central, North, and South America.

### Certificate in Mindfulness

(8 contact hours) In the Certificate in Mindfulness, you'll learn about mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement (walking, yoga, Tai Chi, and Qigong), and mindful relationships.

### Purchasing Fundamentals



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

### Six Sigma: Total Quality Applications



Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

### Total Quality Fundamentals



Learn the basics of total quality management and how successful organizations apply quality to everyday activities.

## BUSINESS COMMUNICATION

### Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

### Fundamentals of Technical Writing

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

### Interpersonal Communication

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

### Keys to Effective Communication

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

### Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

## BUSINESS SKILLS

### Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

### Administrative Assistant Fundamentals

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

### Business Finance for Non-Finance Personnel

This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

### Computer Skills for the Workplace

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

### Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

### Fundamentals of Supervision and Management

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

### Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

### Individual Excellence

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

### Introduction to Business Analysis

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

### Introduction to Windows Versions Available: 7, 8, 10

Learn how get the most from the Windows 8 operating system, including managing apps, programs, photos, files, and folders.

### Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

### Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field.

### Mastery of Business Fundamentals

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

## BUSINESS SOFTWARE

### Introduction to Microsoft Outlook Versions Available: 2007, 2010, 2013

Get up to speed with the latest developments, including how to manage your email, calendar, and contacts and how to get the most out of program tools.

### Introduction to Microsoft PowerPoint Versions Available: 2010, 2013, 2016

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

### Introduction to Microsoft Project Versions Available: 2010, 2013, 2016

Discover how to effectively plan, implement, manage, and control projects using Microsoft Project, the world's most popular project management software.

### Introduction to Microsoft Word Versions Available: 2007, 2010, 2013, 2016

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

**LEARN  
FROM THE COMFORT  
OF HOME!**

### BUSINESS AND MARKETING



#### Get Grants!

Over the 6-week course you'll be shown step-by-step the process of grant proposal writing, whether you are tackling a federal grant, one from a national private foundation or a smaller grant from your local foundation. Learn to recognize what makes a project attractive to a funding agency and in just a few weeks, you'll be prepared to convert an idea into a complete, well-developed package. You'll also see how to follow up on a proposal, and when it's possible to turn a "no" into a "yes."

#### Mastering Public Speaking

You can become an effective public speaker! In this fun and hands-on course, you'll find out how to talk confidently and persuasively to both large audiences and small groups. Learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear. Once you finish this course, you'll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority.

#### Professional Sales Skills

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more!

## Digital Marketing Suite



Learn how to take your online marketing efforts to another level. Our all-new Digital Marketing Suite of online classes will help foster the skills needed to position you more effectively in the highly competitive digital landscape. Learn to develop an Internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

**Take all 3 classes listed below for just \$249!**

#### Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using Web analytics. You'll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your Web site. Finally, you'll learn how to keep your visitors coming back again and again!

#### Achieving Top Search Engine Positions

The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your website's traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO). Gain the knowledge you need to boost your website's visibility and discover how search engines crawl the Web, rank websites, and find previously undiscovered sites.

By the end of the course, you'll have mastered proven, step-by-step SEO strategies that you can implement right away.

#### Using Social Media in Business

One of the biggest challenges for most business owners is to find a continuous supply of new customers. Over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. As you progress through the course, you'll master a simple process for making social media work for you. You'll learn about the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—and study secrets for using them and other social media platforms to promote your business.

### NONPROFIT

#### Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's 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.

#### Starting a Nonprofit

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

#### Wow, What a Great Event!

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

### CHILDREN, PARENTS, AND FAMILY

#### Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

*"This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class."*

#### Common Core Standards for English Language Arts K-5

Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom.

#### Empowering Students With Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

#### Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting exploration of your roots.

#### Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

#### Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

#### Marriage and Relationships: Keys to Success

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond I do.

### Understanding Adolescents



Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

#### Ready, Set, Read!

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

#### Response to Intervention: Reading Strategies That Work

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

#### Singapore Math Strategies: Advanced Model Drawing for Grades 6-9

Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.

#### Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

#### Singapore Math: Number Sense and Computational Strategies

In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.

#### Teaching Preschool: A Year of Inspiring Lessons

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

#### Teaching Students With Learning Disabilities

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

#### Teaching Writing: Grades K-3

Learn how to nurture student writers in the early elementary classroom.



### OUR MOST POPULAR INSTRUCTOR-LED ONLINE COURSES

#### Romance Writing

Whether you're a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

#### Introduction to Microsoft Excel 2010

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

#### Introduction to Lightroom 5

Learn how to use the tools in Adobe Photoshop Lightroom 5 to organize and edit your images, fine-tune lighting and color, and develop an efficient image processing workflow.

#### Introduction to Microsoft Project 2013

Discover how to effectively plan, implement, manage, and control projects using the world's most popular project management software.

#### Teaching High School Students

Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.

#### Introduction to SQL

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

#### Keys to Effective Communication

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

#### Creating WordPress Websites

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

### Differentiated Classroom Instruction



Reach a diverse range of learners by learning differentiated instruction (DI) methods and help students improve learning outcomes.

### Creating a Classroom Website



Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

### Introduction to PHP and MySQL



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

## CLASSROOM COMPUTING

### Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

### Creating a Classroom Website

Learn how to create a classroom Website and how having one can make you a more effective and dynamic teacher.

### Integrating Technology in the Classroom

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

### Microsoft Excel 2007 in the Classroom

Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom.

### Microsoft PowerPoint 2013 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom.

### 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.

### Teaching Smarter With SMART Boards

Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

### 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.

# Computer Applications



### Introduction to InDesign CC

Learn to use advanced features in Adobe InDesign Creative Cloud (CC) to produce professional brochures, forms, and documents.

### Introduction to Adobe Acrobat X

Learn how to use Adobe Acrobat X to create PDF files and take advantage of its many time-saving features, communication options, and forms.

### Introduction to Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

### Introduction to Illustrator CS6

Learn to design and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

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## INSTRUCTOR-LED ONLINE COURSES

### Introduction to InDesign

Versions Available: CC, CS6

Learn how to use Adobe InDesign CS6, the industry-standard desktop publishing software program, to design professional-quality letterheads, brochures, eBooks, and more.

### Introduction to Lightroom

Versions Available: 5, CC

Learn how to use the tools in Adobe Photoshop Lightroom to organize and edit your images, fine-tune lighting and color, and develop an efficient image processing workflow.

## COMPUTER FUNDAMENTALS

### Introduction to PC Troubleshooting

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

### Introduction to Programming

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

### Keyboarding

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

### LPI Linux Essentials Exam Prep

Master the Linux operating system using both the graphical desktop and the text-based command line environments and prepare for the Linux Professional Institute (LPI) Linux Essentials exam.

## COMPUTER PROGRAMMING

### Creating Mobile Apps with HTML5

Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

### Intermediate C# Programming

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

### Intermediate Visual Basic

Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.

### Introduction to C# Programming

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

### 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.

### Introduction to Python 3 Programming

Enhance your résumé by adding Python to your programming skills.

### Introduction to Visual Basic

Learn how to write code for Windows applications using the Visual Basic programming language and development environment.

# Microsoft Office Online Courses



Learn Microsoft Office in Six Weeks  
From the Comfort of Home

### Intro to Microsoft Word 2016

Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

### Intro to Microsoft Excel 2016

Learn to use basic, intermediate, and advanced features of Microsoft Excel.

### Intro to Microsoft PowerPoint 2016

Learn how to use Microsoft PowerPoint 2016 (now available through Office 365) to create professional-looking presentations using slide and layout masters that make global changes in a snap.

### Intro to Microsoft Access 2016

Learn to build, edit, and maintain a database in Microsoft Access 2016, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information.

### Intro to Microsoft Outlook 2016

Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

### Intro to Windows 10

Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

Visit our Website to find more courses!

## MOST POPULAR INSTRUCTOR-LED COURSES

### Project Management Fundamentals

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

### Speed Spanish

Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

### Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

### Beginning Writer's Workshop

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

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

### A to Z Grant Writing

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

### Introduction to Microsoft Excel

Become proficient in using Microsoft Excel and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

### Computer Skills for the Workplace

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

### Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

### SAT/ACT Prep Course

Master the reading, writing, English, and science questions on the ACT and new SAT.

### Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Visit our website for more courses and view start dates for the courses that interest you!

[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

## INSTRUCTOR-LED ONLINE COURSES

### CREATIVE WRITING

#### Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

#### Beginning Writer's Workshop

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

#### Breaking Into Sitcom Writing

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.

#### Introduction to Screenwriting

Learn everything you need to know to write a great script, structure, character creation, and dialogue to marketing and selling your screenplay.

#### Journaling

Learn how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

#### Mystery Writing

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

#### Publish and Sell Your E-Books

Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

#### Research Methods for Writers

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

#### Romance Writing

Whether you're a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

#### 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.

#### 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.

#### Travel Writing

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

# Suites Bundles

SAVE!



These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area.

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

- 6-Week Format
- 24-Hour Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

### SUITES

#### Administrative Assistant Suite

Learn the skills you need to excel as an administrative professional or executive assistant

#### Adobe Value Suite

This discounted group of courses teaches you the basics of Adobe's powerful image and graphic design software.

#### Basic Computer Skills Suite

Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

#### Computer Networking Suite

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

#### Creative Writing Value Suite

Spark your creativity and get writing with this group of courses. You'll cover everything from creative writing techniques to editing your work.

#### Entrepreneurship Suite

Let this discounted set of online courses hone your entrepreneurial spirit and help get your business going.

#### Explore a Career in Healthcare Suite

If you're considering a career in healthcare, this group of online courses will introduce you to three different opportunities within the industry.

#### Grant Writing Suite

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

#### Leadership Suite

Leading a team requires a unique ability to manage teams, make decisions, and work with a variety of personalities. Learn all of these skills in the Leadership Suite.

#### Nonprofit Suite

Want to enter the world of working for non-profits? Or are you wanting to start your own non-profit? Let this discounted suite of courses teach you everything you need to know.

#### Photography Suite

Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business.

#### Presentation Skills Suite

Learn everything you need to know to master public speaking, create PowerPoint presentations, and incorporate humor into your presentation delivery.

#### Project Management Suite

Learn the fundamentals of project management in this discounted suite of online courses.

#### Microsoft Office 2016 Value Suite

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

#### Reading Strategies Suite

Learn creative ways to improve student literacy, turn guided reading strategies into opportunities, and bring differentiated instruction to life in your classroom.

#### Real Estate Suite

These courses will help you understand what it takes to build wealth, how to invest in real estate, and legalities surrounding real estate.

#### Sales Training Suite

Learn the skills you need to obtain a lucrative career in sales. This group of online sales classes will teach you everything from communication to closing the deal.

#### Soft Skills Suite

Want to brush up on your soft skills? This suite of courses teaches everything from working with tough personalities to making better business decisions.

#### Stock Trading Suite

Learn how to make wise investment decisions and discover valuable techniques that show you step-by-step how to research and value stocks.

#### Supply Chain Suite

Discover and master the fundamentals of purchasing and supply chain management with this group of online classes.

#### Web Design Value Suite

Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and Javascript.

#### Workplace Law Essentials Value Suite

Whether you're an aspiring paralegal or human resources professional, these courses will teach you the fundamentals of workplace legalities.

#### Writing and Editing Value Suite

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

## INSTRUCTOR-LED ONLINE COURSES

### CREATIVE WRITING (continued)

#### Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

#### Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

#### Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

#### Writerrific: Creativity Training for Writers

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

#### Writing for Children

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

#### Writing for ESL

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

#### Writing Young Adult Fiction

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.

#### Grammar Refresher



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



### DIGITAL PHOTOGRAPHY

#### Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

#### Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

# Series Bundles

SAVE!

### SERIES

#### Creating WordPress Websites Series

This series of courses will take you from having zero experience and knowledge of web design to more advanced techniques.

#### Educator's Fundamentals Series

Whether you're a new teacher or seasoned veteran, these fundamental courses will help you gain control of your classroom and more effectively teach all learner types.

#### Grammar Refresher Series

These online courses will help you gain confidence in your ability to produce clean, grammatically correct work.

#### GRE Prep Series

With GRE Preparation – Part 1 and Part 2, you'll be prepared for all aspects of the computerized GRE® revised General Test.

#### HTML and CSS Series

Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

#### Medical Spanish Series

Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses.

#### Oracle Series

Learn how to use the Oracle database management system and gain hands-on experience with Oracle's PL/SQL programming language.

#### QuickBooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

#### SAT/ACT Prep Series

This series will prepare you to excel in all sections of the undergraduate college entrance exams.

#### Speed Spanish Series

Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

#### Supervision and Management Series

Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

#### Teaching ESL Series

Explore what it means to be a teacher, how to understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your ESL classroom.

#### Veterinary Assistant Series

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

#### Visual Basic Series

Learn how to write Windows applications and programs using the Visual Basic programming language.

FOR MORE DETAILS, VISIT: [www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)  
OR CALL: (831) 479-6331

## INSTRUCTOR-LED ONLINE COURSES

### DATABASE MANAGEMENT

#### Intermediate Oracle

Learn how to write powerful and flexible PL/SQL programs.

#### Introduction to Database Development

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

#### Introduction to Oracle

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

### GRANT WRITING

#### A to Z Grant Writing

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

#### 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.

#### Get Grants!

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

#### Nonprofit Fundraising Essentials

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

#### Writing Effective Grant Proposals

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

### GRAPHIC DESIGN

#### Advanced Web Pages

Learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.

#### Creating Web Pages

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

#### How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games for different audiences and platforms.

### HEALTH CARE AND MEDICAL

#### Explore a Career as a Pharmacy Technician

Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

#### Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

#### Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

#### Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

#### Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

#### Explore a Career in Medical Writing

Take your first step toward a lucrative and rewarding career as a medical writer.

#### Handling Medical Emergencies

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

#### Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

#### HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.

#### Legal Nurse Consulting

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

#### Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

### HEALTH CARE CERTIFICATE

#### Certificate in End of Life Care

(18 contact hours) This program in End-of-Life Care will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

#### Certificate in Food, Nutrition, and Health

(16 contact hours) Gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

#### Certificate in Gerontology

(44 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

#### Certificate in Healthy Aging

(10 contact hours) Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

#### Certificate in Holistic and Integrative Health

(50 contact hours) Explore the exciting, growing field of holistic and integrative health in this program designed for medical providers and consumers.

#### Certificate in Holistic and Integrative Health: Foundations 1 (2 & 3 Available)

(20 contact hours) This program focuses on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.

#### Certificate in Infectious Diseases and Infection Control

(13 contact hours) Designed for healthcare and medical professionals, this certificate program offers insights into common infectious diseases and procedures for controlling their spread.

#### Certificate in Integrative Mental Health

(22 contact hours) This groundbreaking certificate program offers a holistic, integrative approach to treating mental health problems.

#### Certificate in Legal and Ethical Issues in Healthcare

(12 contact hours) Explore the legal and ethical risks healthcare professionals face, including issues related to HIPAA rules, medication errors, social media and healthcare, organ donation, and workplace violence.

#### Certificate in Nutrition, Chronic Disease, and Health Promotion

(12 contact hours) Learn about the impact of food politics, clean water, foodborne diseases, mood, genetically engineered foods, and malnutrition on health and the development of chronic diseases.

#### Certificate in Pain Assessment and Management

(12 contact hours) Learn about the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.

## INSTRUCTOR-LED ONLINE COURSES

### Speed Spanish



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

### Supply Chain Management



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

### Introduction to Google Analytics



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

## LANGUAGES

### An Introduction to Teaching ESL/EFL

Learn how to be an effective English language teacher from an expert in the field.

### Beginning Conversational French

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

### Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

### Easy English 1

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies.

### Easy English 2

In this easy and fun course, you'll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions.

### Easy English 3

Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

### Enhancing Language Development in Childhood

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

### Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

### Instant Italian

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

### Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

### Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

### Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

### Speed Spanish

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

### Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.

### Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

## LAW AND LEGAL

### Explore a Career as a Paralegal

Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

### 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.

### Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

### Workers' Compensation

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

## NETWORKING AND COMMUNICATIONS

### Introduction to Networking

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

### Understanding the Cloud

Learn everything you need to truly understand the cloud—including how it works, what drives it, why it's so popular, and how to make the cloud work for you.

### Wireless Networking

Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

### Advanced PC Security

Use ethical hacking techniques to locate and close security holes in your own network.

### Introduction to PC Security

Security expert teaches the fundamentals of PC and network security.

# Personal Life Coach Courses

## Certificate in Mindfulness

You'll learn mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement, and mindful relationships. Great for health care professionals and individuals who want to improve their overall mindfulness.

## Aging and Health Bundle

Gain knowledge and skills from the latest research and emerging trends in healthy aging, brain health, and gerontology to help you effective care for and work with an aging population.

## Nutrition and Health Bundle

Perfect for individuals, lifestyle coaches, and healthcare professionals! Gain insight into how food interacts with our bodies on multiple levels – physical, mental-emotional, and spiritual, as well as the impact it has globally.

## Certificate in Nutrition, Chronic Disease, and Health Promotion

Explore the impact of food politics, clean water, foodborne diseases, mood, genetically engineered foods, and malnutrition on health and the development of chronic diseases. Learn how to choose quality foods that support optimal health – for yourself, your loved ones, or perhaps those in the healthcare profession.

## Listen to Your Heart & Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share interests and talents. This course weaves experiential learning with conceptual presentation to give you time to experience, understand and implement new strategies as they are introduced.



# Project Management Courses

PMI approved courses for professional development in project management!



## PMP Certification Prep 1

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

## PMP Certification Prep 2

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

## High Speed Project Management

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

## Leadership

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

## Project Management Fundamentals

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

## Project Management Applications

Experienced project manager teaches you tricks of the project management trade.

[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

Please visit our website for a full listing of all of our online courses!

## INSTRUCTOR-LED ONLINE COURSES

### MANAGEMENT AND LEADERSHIP

#### Achieving Success with Difficult People

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

#### Creating a Successful Business Plan

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

#### Leadership

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

#### Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

#### Employment Law Fundamentals

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

#### Managing Customer Service

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

#### Mastering Public Speaking

Learn the secrets of effective public speaking and small group communication.

#### Understanding the Human Resources Function

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

#### Supply Chain Management Fundamentals

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

### PERSONAL FINANCE AND INVESTMENTS

#### Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market.

#### Keys to Successful Money Management

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

#### Personal Finance

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

#### Protect Your Money, Credit, and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.

#### Real Estate Investing

Build and protect your wealth by investing in real estate.

#### Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.

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

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

#### Where Does All My Money Go?

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

### SALES AND MARKETING

#### Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve higher positions with major search engines.

#### Business and Marketing Writing

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

#### Designing Effective Websites

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

#### Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

#### Introduction to Microsoft Access

Versions Available: 2007, 2010, 2016  
Learn to build, edit, and maintain a database in Access, using tables, reports, forms, and queries to give you fast access to all your important information.

#### Introduction to Microsoft Publisher

Versions Available: 2007, 2010, 2013  
Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher.

#### Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

#### Professional Sales Skills

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

#### Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

#### Using Social Media in Business

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.

### PERSONAL DEVELOPMENT

#### Get Assertive!

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

#### Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity.

#### Grammar Refresher

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

#### Grammar Refresher II

Take your grammar and language mechanics skills to the next level, and master the building blocks of effective writing.

#### Happy and Healthy Pregnancy

In this course, you'll learn how the stages of pregnancy affect your body, emotions, and budget, and how to prepare yourself and your family to welcome your new baby.

#### 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.

#### Lose Weight and Keep It Off

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

#### Merrill Ream Speed Reading

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

#### Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

#### Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

#### The Analysis and Valuation of Stocks

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

#### 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.

## INSTRUCTOR-LED ONLINE COURSES

### 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.

### Creating Classroom Centers



Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

### Become a Veterinary Assistant



Do you love animals? Prepare yourself for a career in veterinary hospitals. Practicing veterinarian prepares you to work in a veterinary office or hospital.

## START YOUR OWN BUSINESS

### How to Make Money From Your Writing

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here.

### Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

### Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet.

### 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.

### Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

### Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career.

### 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.

### Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

### Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

### Start Your Own Online Business

Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.

### Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

### Starting a Consulting Practice

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

### Writing and Selling Self-Help Books

Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling.

## TEACHING AND EDUCATION

### Content Literacy: Grades 6-12

Learn practical strategies for incorporating reading, writing, and the other literacy skills outlined in the Common Core State Standards into your content area for adolescent students.

### Guided Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

### Guided Reading: Strategies for the Differentiated Classroom

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

### Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

### Teaching Science: Grades 4-6

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

### Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

## TEST PREP

### GMAT Preparation

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

### GRE Preparation - Part 1 (Verbal and Analytical)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

### GRE Preparation - Part 2 (Quantitative)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

### LSAT Preparation - Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

### LSAT Preparation - Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

### Praxis I Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.

### Prepare for the GED® Math Test

Master the skills you'll need to pass the Mathematical Reasoning module in the 2014 GED® test series.

### Prepare for the GED® Test

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

### SAT/ACT Preparation - Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

### SAT/ACT Preparation - Part 2

Master the math questions on the ACT and new SAT.

### TECHNOLOGY CERTIFICATE PREP

#### Advanced CompTIA A+ Certification Prep

Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers, and how to network, secure, and troubleshoot.

#### Basic CompTIA A+ Certification Prep

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

#### CompTIA Network+ Certification Prep

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

#### CompTIA Security+ Certification Prep 1

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

#### CompTIA Security+ Certification Prep 2

Continue to prepare for the CompTIA® Security+ exam as you review the information you need to pass the test and earn this important certification.

#### Intermediate CompTIA A+ Certification Prep

Take the second step toward becoming a CompTIA A+ certified tech by mastering virtualization, printers, and three flavors of the Windows operating system,.

#### Advanced PC Security

Use ethical hacking techniques to locate and close security holes in your own network.

#### Introduction to PC Security

Security expert teaches the fundamentals of PC and network security.

### VETERINARY

#### Become a Veterinary Assistant

Do you love animals? Taught by a practicing veterinarian who prepares you to work in a veterinary office or hospital. This course will answer all of your questions (and more) and you explore veterinary assisting as a career.

#### Become a Veterinary Assistant II

This class focuses on the principals of sound dog breeding. Aspiring veterinary assistants gain confidence in understanding the complexities of canine reproduction.

#### Become a Veterinary Assistant III

Practice skills course that is taught by a practicing veterinary. We will explore the many duties that a veterinary assistant typically performs through instruction and demonstration. You'll gain a thorough understanding of examination room procedures and other handy skills.

#### Animal Lover Suite



Master the skills and develop the knowledge you need to translate your passion for animals into a profitable career. This bundle suite includes: Photographing Nature with Your Digital Camera, Start a Pet Sitting Business, and Become a Veterinary Assistant.

### WEB DESIGN

#### Advanced CSS3 and HTML5

Learn how to use exciting new features in CSS3 and HTML5 to design animated interactive websites for desktops, laptops, and mobile devices.

#### Creating WordPress Websites

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

#### Creating WordPress Websites II

Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.

#### Intermediate CSS3 and HTML5

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

#### Introduction to CSS3 and HTML5

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

#### Introduction to JavaScript

Build on your knowledge of HTML and CSS by learning to add interactivity to your Web pages with JavaScript code and jQuery.

#### Introduction to XML

Master the essentials of programming in XML and learn to control formatting, display graphics, manage XML documents, and much more.

#### Responsive Web Design

Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments.

#### Write Effective Web Content

Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

### TOOLS FOR TEACHERS

#### Creating Classroom Centers

Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

#### Creating K-12 Learning Materials

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

#### Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity.

#### Differentiated Instruction in the Classroom

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

#### Differentiating K-12 Assessments

Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.

#### Solving Classroom Discipline Problems

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

#### Solving Classroom Discipline Problems II

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.

#### Survival Kit for New Teachers

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

#### Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.

#### Teaching High School Students

Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.

#### Teaching Students With ADHD

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

#### Teaching Students With Autism: Strategies for Success

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

#### The Differentiated Instruction and Response to Intervention Connection

Learn how to combine two powerful educational approaches—Differentiated Instruction and Response to Intervention—so you can enable every student in your classroom to succeed.



# Extension

COMMUNITY EDUCATION · SUMMER & FALL 2019

## ONLINE COURSES CATALOG

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