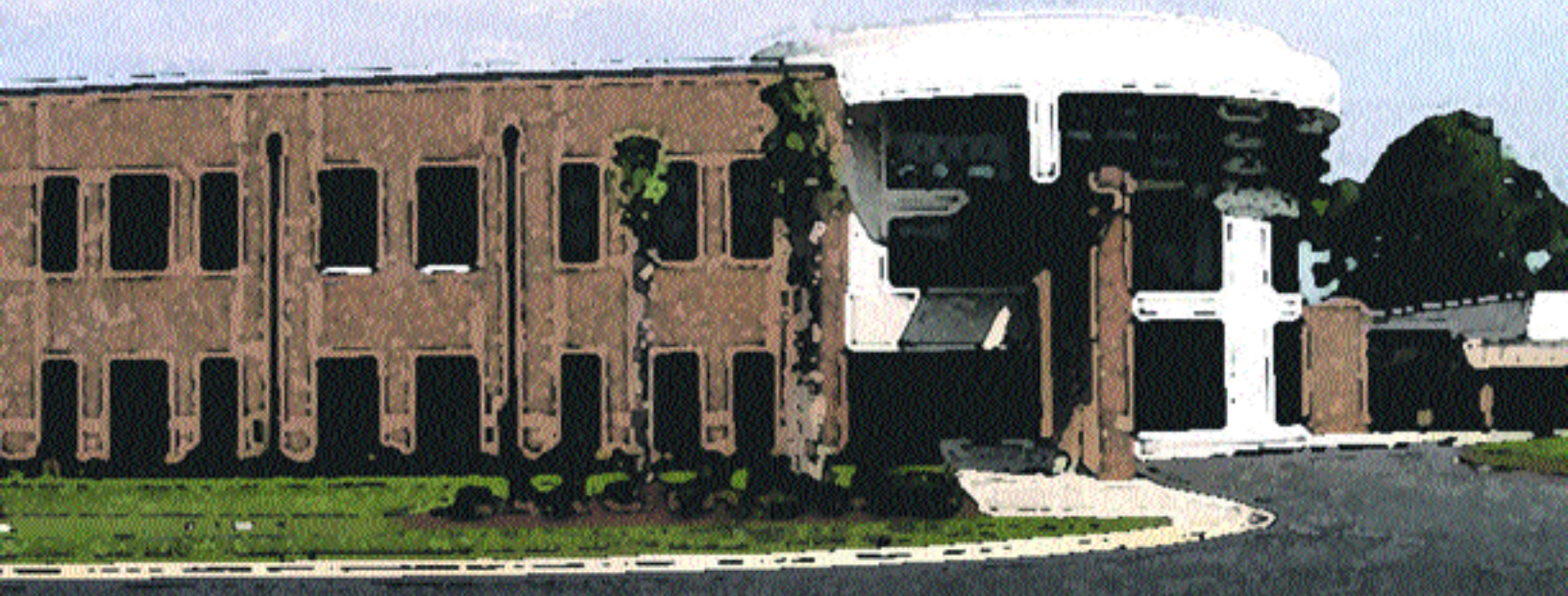


# Learning Never Ends.

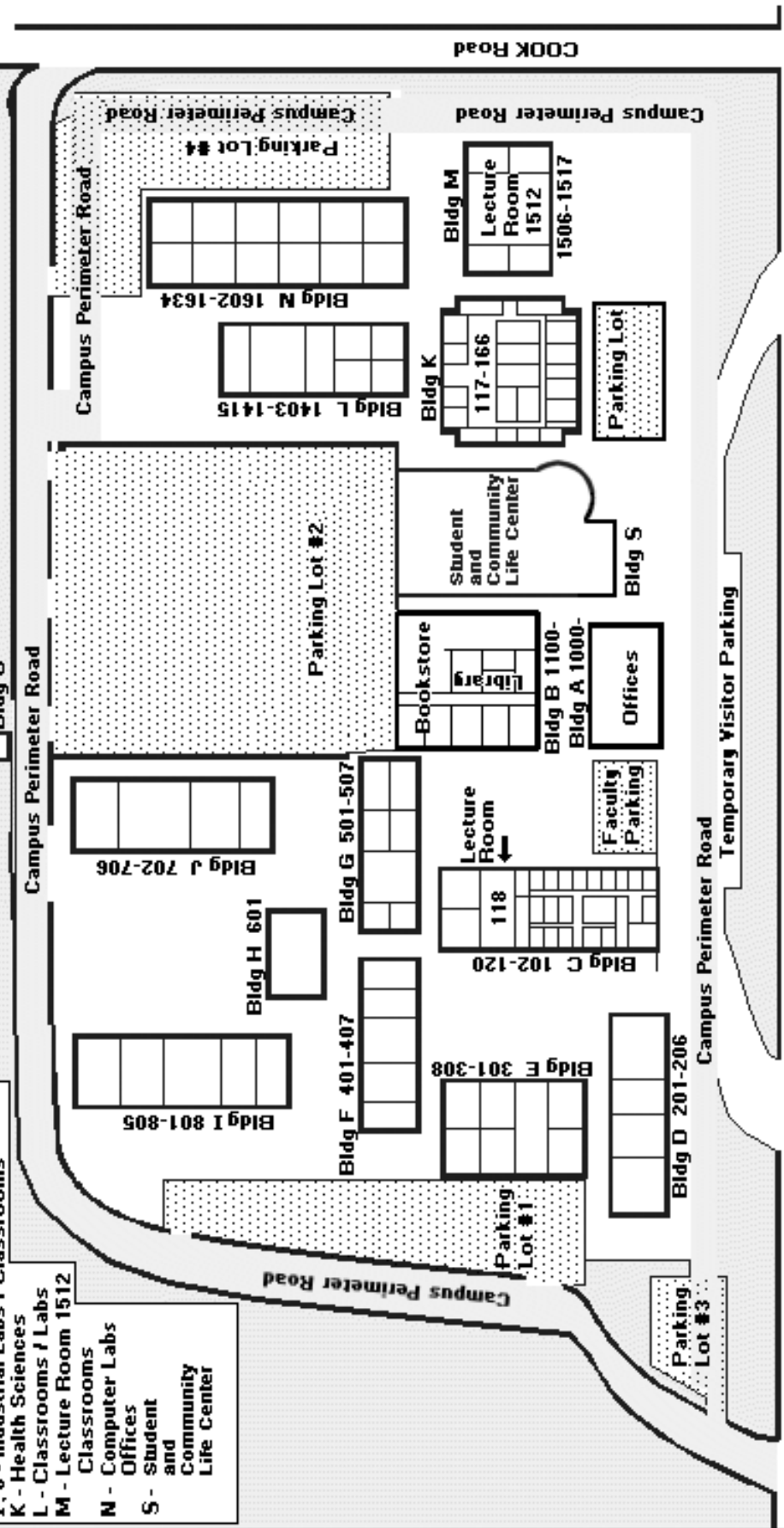


## Orangeburg - Calhoun Technical College

Continuing Education Short Courses  
Spring 2005



- A - Offices
- B - Library / Security
- C - Lecture Room 118 / Faculty Offices
- D, E, F, H - Classrooms
- G - Classrooms / Faculty Offices
- I, J - Industrial Labs / Classrooms
- K - Health Sciences
- L - Classrooms / Labs
- M - Lecture Room 1512
- Classrooms
- N - Computer Labs
- Offices
- S - Student and Community Life Center



← To I-26 (Exit 145)

U.S. Highway 601

Orangeburg-Calhoun Technical College's Continuing Education Division operates under the philosophy that learning is a life-long process. We believe that education should be enjoyable and a means of continuous growth. In keeping with this philosophy, we have developed a variety of non-credit educational opportunities for individuals to upgrade their existing skills, obtain new skills and explore new interests.

### Registration Information

Admission — There are no requirements to attend most non-credit Continuing Education courses for adults. You may not need a high school or GED for most courses; however, some experience may be necessary. Check course description for details. Some Healthcare courses require a high school diploma or GED or additional documentation.

There are 4 convenient ways to register: by mail, telephone, and fax or in person.

#### BY MAIL

#### BY TELEPHONE

Call (803) 535-1236 or 1-800-813-6519, ext. 1236 (within SC)

#### BY FAX

(803) 535-1238.

#### IN PERSON

Come by the Continuing Education Office, located in the Student Services Building, Monday through Thursday 8:00am to 7:00pm and on Fridays from 8:00am until 12:30pm.

### Fees

Fees for Continuing Education courses vary for course offerings. Books, tools and other course materials may involve a separate fee. Please check the individual course descriptions for course fees as well as any required books, tools and materials. All fees must be paid in advance to guarantee your placement in a class. Class attendance will not be permitted if the required fees have not been paid. Courses not meeting the minimum enrollment will be cancelled two weeks prior to the course start date.

### Cancellation / Refund Policy

If we are forced to cancel a class for any reason, a full refund will be given. Please allow time for processing. All refund checks will be mailed. Students may transfer registrations to a colleague or associate. Please contact the Continuing Education Office in advance. Instructors are contracted for our classes; therefore, two weeks prior to the

class start date, a decision will be made regarding the status of a course. We do assess a cancellation fee of \$20 if you choose to withdraw from a class at any time. To receive a refund (less the \$20 cancellation fee), if you withdraw from class, you must notify the Continuing Education Office at least five (5) working days prior to the beginning of class. Cancellations made within five (5) working days prior to the class start date will result in total forfeiture of the total class fee.

### Senior Citizen Policy

Any legal resident of SC, age 60 and older, can attend some\* Continuing Education classes on a SPACE AVAILABLE BASIS without payment. However, the class must first reach the minimum-paying enrollment and you may not be employed full-time (SC LAW 59-111-320).

## Registration Form



\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- \_\_\_\_\_  
Social Security Number Name

\_\_\_\_\_  
PO or Street Address City Zip

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- \_\_\_\_\_  
Work Telephone Home Telephone

Date of Birth \_\_\_\_\_  
Mo. Day Year

\_\_\_\_\_-\_\_\_\_\_-  
M F  
This information is required for our federal reporting.

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- \_\_\_\_\_  
Course 1 Date

Amount Due \$ \_\_\_\_\_

Check Enclosed \_\_\_\_\_ (payable to OCtech)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- \_\_\_\_\_  
Course 1 Date

Purchase Order \_\_\_\_\_ Billing Authority \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- \_\_\_\_\_  
Course 1 Date

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Mail to: Continuing Education Division  
Orangeburg-Calhoun Technical College  
3250 St. Matthews Rd.  
Orangeburg, SC 29118

## Industrial & Business Technology

Call OCtech today at 803-535-1236 to learn more about pricing discounts for industry and corporate training designed specifically for your organization. Courses listed are representative of what is available. We can make any training you need available to you.



### NCCER Core Curriculum – Employability Skills

- Basic Safety (NCCER)
- Intro to Construction Math (NCCER)
- Introduction to Hand Tools (NCCER)
- Introduction to Power Tools (NCCER)
- Introduction to Blueprints (NCCER)
- Basic Rigging (NCCER)
- Basic Communication Skills (NCCER)
- Basic Employability Skills (NCCER)

### NCCER Programs that are available through OCtech include:

- Industrial Maintenance
- Instrumentation
- Electronic Systems Technician
- HVAC

Call 803-535-1236 for details and dates.



### PrimeEd (Primedia) – On-Line Training

### and Hands-On Performance Evaluations offered through OCtech.

- Maintenance Technician Training – 75 courses
- Plant Operations Training Program – 110 courses

Primedia Workplace Learning Systems are ideal for businesses or industries where time is limited. Enjoy the convenience of on-site training available 24/7. Each person registered has unlimited access for twelve months of training! Call 803-535-1236 for details on how this program can work for you.

### Quality Improvement

OCtech offers a variety of quality programs. If you do not see what you need, call at 803-535-1236. We have many resources throughout the state to bring the programs to you.

- Lean Manufacturing (40 hours)
- Lean Manufacturing for Managers (6 hours)
- Managing Variation (patterned after Six Sigma philosophy)
- TS 16949 Tools – SPC, APQP, MSA, FMEA, PPAP
- ISO 9000
- QS 9000
- AS 9100
- ISO 14000
- ISO 9001
- Quality Concepts
- The “New” Quality Tools
- Business Tools
- Auditing
- Quality Planning
- Problem Solving
- Preparation Classes for ASQ Certification Exams – Engineer, Technician, Auditor, Mechanical Inspector



*Skills Assessments for Jobs – Find out if you have the knowledge employers are looking for!*

- Work Keys™
- Plastic Injection Molding Assessments – 3 Levels
- National Center for Construction Education & Research (NCCER) Skills Assessments

## Leadership, Supervisor & Workplace Skills

OCtech offers a wide variety of programs for all business needs. Programs can be specifically developed for your company or industry. Programs are modularized to fit your time requirements – day, evening, and **all shifts**. We can deliver training at your work site or at OCtech. Instructors are experienced in the topics taught and in delivering training programs. Call 803-535-1236 for details regarding these training programs.

The nationally recognized programs from AchieveGlobal™ and Development Dimensions International™ (DDI) are offered through OCtech.

### AchieveGlobal™

**Learning to Lead** – *Leadership practices that can kick organizational performance into high gear.*

**Work Skills** – *Preparing entry-level workers (and even long term employees!) for interpersonal success in the workplace.*

**QUEST** – *Learn skills to put your Quality Plan to work.*

**Facilitating for Results** – *Doughnuts and flipcharts do not guarantee meeting success. Learn the skills to enhance meeting productivity, participation, and action planning.*

**Front Line Leadership** – *Learn skills to keep your front line supervisors and managers at the top of their game.*

**Team Effectiveness** – *Skills to equip your team members to deliver the goods on time...everytime.*

**Team Leadership** – *Leadership practices to boost your team's performance and get the most from your team.*

**Achieving Results Through Genuine Leadership** – *Skills to advance your leader's productivity and retention of their workforce.*



### Development Dimensions International™ (DDI)

**Interaction Management** - *Identify, develop, and retain great leadership talent.*

**Targeted Management:** *Components for Effective Leadership - A competency-based learning system proven to transform managers into competent, confident leaders.*

**Leadership Development for Health Care** – *Obtain the skills needed by managers in the unique environment of the health care.*

**Techniques for a High-Performance Workforce** - *A proven competency-based system designed to give employees and leaders the skills they need to improve group and personal effectiveness, and to get business results.*



## Licensing and Certification

### Precision Metalforming Association Skills Certification

Metalforming Skills Level One

### Small Engine Repair Certification - Professional

Introduction to Small Engines

Troubleshoot & Repair Small Engine

Advanced Small Engine Repair

### AchieveGlobal - The Service Difference™ – Customer Service Certification

Reaching for Stellar Service

Connecting with the Customer

Guiding Customer Conversations

Healing the Customer Relationship

Serving a World of Customers

Meeting Unspoken Customer Needs

Resolving Customer Issues

## Real Estate, Appraisal, Insurance

OPD 574 20	First Year Sales: Pre license	3/7-4/27	MW (8W)	6:00pm-10:00pm	\$479
OPD 683 20	Life and Health Ins: Pre-License	4/18-4/22	M-F (1W)	8:30am-5:30pm	\$225
OPD 585 20	L-1 Basics of Real Property Appraisal	1/24-2/23	MW (5W)	6:30pm-9:30pm	\$350*
OPD 586 20	L-2 Principle App in Real Prop Appraisal	3/14-4/13	MW (5W)	6:30pm-9:30pm	\$350*
OPD 684 20	7-Hour USPAP Update	2/28-3/2	MW (1W)	6:30pm-10:00pm	\$125

**New! Coming in Summer 2005 – Certification programs from the American Management Association (AMA)**

## Law Enforcement and Security

### Private Security Officer – Approved by SLED

Private Security Officer  
Firearms Qualification-Security Officer  
Call for dates.



## Transportation

### Defensive Driving

TRN 601 20	Defensive Driving	1/11-1/13	T Th (2D)	6:00pm-10:00pm	\$69 *
TRN 601 21	Defensive Driving	2/8-2/10	T Th (2D)	6:00pm-10:00pm	\$69 *
TRN 601 22	Defensive Driving	3/8-3/10	T Th (2D)	6:00pm-10:00pm	\$69 *
TRN 601 23	Defensive Driving	4/12-4/14	T Th (2D)	6:00pm-10:00pm	\$69 *

### Truck Driver Training

Reservation Fee: \$300 – non refundable, payment due before start of class  
Tuition: \$2,399 (in-state residents), \$3,399 (out-of-state residents)

#### Day Classes

Monday – Thursday 8:00am-5:00pm  
Friday 8:00am-1:30pm

Five (5) weeks in length.

Two 15 minute breaks and 1-hour for lunch will be observed each day, holidays will be made up.

**Call 803-535-1364 for the next scheduled class date!**

#### Night Classes

Monday – Thursday 5:30pm-10:00pm

Ten (10) weeks in length.

Two 15-minute breaks will be observed each night, holidays will be made up.

**Call 803-534-1364 for the next scheduled class date!**

#### Weekend Classes

Will schedule classes as needed.



## Healthcare

### Healthcare, Human Services & Safety

HHS 515 20 Emergency Medical Tech (EMT)-Basic	2/21-6/27	M W (18.5W)	6:00pm-10:00pm	\$599*
HHS 530 20 Nursing Assistant Certification	2/7-3/17	M-Th (6W)	9:00am-1:00pm	\$529*
HHS 530 21 Nursing Assistant Certification (class)	2/8-3/24	T/Th (7W)	5:30pm-9:30pm	\$529*
(clinical)	3/29-4/7	T/W/Th (2W)	5:30pm-9:30pm	\$529
	4/2, 4/9	S	8:00am-4:00pm	
HHS 526 20 Phlebotomy Technician Certification	2/7-3/29	M T (8W)	5:30pm-8:30pm	\$429*
HHS 517 20 First Responder	2/14-4/6	M W (8W)	6:00pm-9:00pm	\$229*
HHS 512 20 CPR Infant & Child (Healthcare Provider)	2/26	S (1D)	9:00am-5:00pm	\$49*
HHS 511 20 CPR Adult/Child Refresher for Dental/Medical Offices	1/19 or 3/23	W(1D)	12:00pm-2:00pm	\$39
HHS 511 21 CPR Adult/Child Refresher for Dental/Medical Offices	1/19 or 3/23	W(1D)	6:00pm-8:00pm	\$39
HHS 505 20 Bloodborne Pathogens	2/23	W (1D)	1:00pm-3:00pm	\$39
HHS 505 21 Bloodborne Pathogens	2/23	W (1D)	6:00pm-8:00pm	\$39

### Medical Billing and Coding Certification

HHS 586 20 Medical Terminology (online)	1/7-2/18			\$139*
HHS 586 21 Medical Terminology (online)	3/3-4/14			\$139*
HHS 525 20 Medical Terminology	1/12-2/23	W (7W)	5:30pm-9:30pm	\$169*
HHS 548 20 Medical Coding I: ICD-9-CM	1/11-3/8	T (9W)	5:30pm-8:30pm	\$179
HHS 548 21 Medical Coding I: ICD-9-CM	3/1-4/26	T (9W)	5:30pm-8:30pm	\$179
HHS 549 20 Medical Coding II: CPT	3/22-4/26	T (6W)	5:30pm-9:30pm	\$149



HHS 594 20 Medical Billing	Summer 05	T (8W)	5:30pm-8:30pm	\$189*
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### First Steps Training- All New Courses!

HHS 544 20 Guidance	1/15	S (1D)	8:00am-1:00pm	\$15
HHS 543 20 Health and Safety	2/19	S (1D)	8:00am-1:00pm	\$15
HSS 504 20 Program Management	3/19	S (1D)	8:00am-1:00pm	\$15
HHS 503 20 Curriculum	4/16	S (1D)	8:00am-1:00pm	\$15

### First Steps Training-Faith-Based (please call 535-1236 for titles or more information)

HHS 613 20 Growth and Development	1/25	T (1D)	7:00pm-8:00pm	\$15
HHS 614 20 Child Guidance	1/25	T (1D)	8:00pm-9:00pm	\$15
HHS 615 20 Professional Growth	2/22	T (1D)	7:00pm-8:00pm	\$15
HHS 616 21 Curriculum	2/22	T (1D)	8:00pm-9:00pm	\$15
HHS 616 22 Curriculum	3/22	T (1D)	7:00pm-8:00pm	\$15
HHS 613 21 Growth and Development	3/22	T (1D)	8:00pm-9:00pm	\$15
HHS 616 23 Curriculum	4/26	T (1D)	7:00pm-8:00pm	\$15
HHS 613 22 Growth and Development	4/26	T (1D)	8:00pm-9:00pm	\$15

## Computer

OCtech's computer classes can be developed specifically for you. Tell us what courses you need and we can arrange them. Please call (803) 535-1236 for more information.

### Computer Technology

CMP 502 20	Introduction to the Personal Computer	1/17-1/24	M (2W)	6:00pm-9:00pm	\$59
CMP 503 20	The PC for Senior Citizens	1/12-1/26	W (3W)	9:00am-12:00pm	\$49
CMP 521 20	Computer Skills for the Workplace	2/15-3/3	T Th (3W)	6:00pm-9:00pm	\$119
CMP 515 20	Microsoft Office Specialist I	1/31-4/18	M (12 W)	6:00pm-9:00pm	\$349*
CMP 516 20	Microsoft Office Specialist II	3/10-4/28	Th (8W)	6:00pm-9:00pm	\$239*
CMP 526 20	Microsoft Word Level 2	3/22-4/5	T (3W)	6:00pm-9:00pm	\$119*
CMP 511 20	Intro to Excel	1/18-2/1	T (3W)	6:00pm-9:00pm	\$119*
CMP 528 20	Intermediate Excel 2000	3/2-3/16	W (3W)	6:00pm-9:00pm	\$119*
CMP 510 20	Intro to Access	2/8	T(1D)	9:00am-5:00pm	\$119*
CMP 519 20	Intro to Project	2/24	TH (1D)	9:00am-5:00pm	\$119*-
CMM 570 20	How to Buy and Sell On E-Bay	3/3-3/10	Th (2W)	6:00pm-9:00pm	\$59

\*Requires book. You may purchase them at the OCtech bookstore.

## Teacher Renewal Credit Classes

These are classes offered to public school teachers for teacher recertification credit. Please call for brochure for complete class descriptions, Classes are also available for those who are not teachers,

### Computer Skills Modules (on-site classes)

CMP 569 22	Using Multimedia in the Classroom	1/20	Th (1D)	5:00pm-7:00pm	\$35
CMP 569 23	Using Multimedia in the Classroom	2/24	Th (1D)	5:00pm-7:00pm	\$35
CMP 570 22	Newsletters Via the Computer	1/24	M (1D)	5:00pm-7:00pm	\$35
CMP 570 20	Newsletters Via the Computer	2/28	M (1D)	5:00pm-7:00pm	\$35
CMP 571 22	Obtaining/Using Graphics from Different Sources	2/15	T (1D)	5:00pm-7:00pm	\$35
CMP 571 23	Obtaining/Using Graphics from Different Sources	3/15	T (1D)	5:00pm-7:00pm	\$35
CMP 572 20	FrontPage Web Design Level 1	2/17	Th (1D)	5:00pm-7:30pm	\$35
CMP 573 20	FrontPage Web Design Level 2	3/17	Th (1D)	5:00pm-7:30pm	\$45
CMP 574 20	FrontPage Web Design Level 3	4/14	Th(1D)	5:00pm-7:30pm	\$45



### Microsoft Office Specialist

CMP 515 21	Microsoft Office Specialist I	1/19, 2/16, 3/16, 4/20, 5/18			\$395
	Intro to Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint				
CMP 516 21	Microsoft Office Specialist II	1/19, 2/16, 3/16, 4/20, 5/18			\$395
	Intermediate and Advanced Word, Intermediate Excel, Intermediate Access, Intermediate PowerPoint				



## Community Interest



CMM 507 20	Beginning Golf	4/11-4/28	MTh (3W)	5:30pm-7:00pm	\$69
CMM 529 20	Begin & Inter Cake Decorating	(call for dates)	T (6W)	6:30pm-9:30pm	\$119*
CMM 606 20	Interior Design With a Flair!	1/31-2/7	M (2W)	6:30pm-8:00pm	\$59

*Linda Perrow, a talented decorator who works at Pulliam Morris Interiors in Columbia, will lead these sessions to teach how to give rooms a creative new look with the latest interior design ideas.*

CMM 501 20	Calligraphy	2/22-3/15	T (4W)	7:00pm-9:00pm	\$49*
CMM 586 20	Making English Garden Troughs	3/9-3/16	W (2W)	3:00pm-5:30pm	\$69*
CMM 601 20	Jewelry Making	3/7-3/21	M (3W)	4:00pm-6:00pm	\$59*

<b>CMM 565 22</b>	<b>The New SAT Prep Class</b>	<b>1/15</b>	<b>S (1D)</b>	<b>8:30pm-12:30pm</b>	<b>\$129</b>
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**HOW TO BE PUBLISHED Workshop Series**

So you want to be an author? Learn the tips and tricks needed to successfully sell your writing project. Taught by a working author, this course will guide students interested in becoming a professional writer, writing for a living. This course includes:

CMM 575 20	The Truth about Self-Publication	2/18	F (1D)
1:00pm-4:00pm	\$59		
CMM 576 20	Screenwriting for the Movies	2/18	F (1D)
6:00pm-9:00pm	\$59		
CMM 577 20	How to become a Published Author	2/19	S (1D)
9:00am-4:00pm	\$79		
CMM 578 20	Short Story & Novel Feedback	2/19	S (1D)
6:00pm-9:00pm	\$59		
CMM 579 20	Creating Your Novel	2/20	Su (1D)
9:00am-4:00pm	\$79		

**On-Line Learning**

**Medical Transcription Certification**

*Courses are in recommended order.*

HHS 607 20	Medical Terminology for Medical Transcriptionists	1/10-2/25	\$139
HHS 608 20	Fundamentals of Anatomy and Physiology for Med. Trans	2/7-3/16	\$165
HHS 609 20	Pharmacology for Medical Transcriptionists	3/21-4/29	\$165
HHS 610 20	Introduction to Medical Transcription	3/22-4/29	\$99
HHS 565 20	Medical Transcription: Part I	1/18-3/1	\$360
HHS 595 20	Medical Transcription: Part II	3/8-4/19	\$325
HHS 611 20	Medical Transcription Internship	TBA	\$195

**Medical Coding Specialist - Approved for AHIMA Certification**

*Courses are in recommended order. Books are not included.*

HHS 586 20/21	Medical Terminology	1/7-2/18 or 3/3-4/14	\$139*
HHS 575 20/21	Fundamentals of Anatomy and Physiology	1/11-2/22 or 3/8-4/19	\$165*
HHS 576 20	Pharmacology	3/10-4/21	\$165*
HHS 577 20	Human Diseases	3/14-4/25	\$139*
HHS 621 20	Understanding Health Insurance	1/14-3/18	\$275*
HHS 579 20	Health Care Data Content and Structure	1/10-2/10	\$139*
HHS 580 20	ICD-9 CM Coding Part I	2/14-3/17	\$139*
HHS 581 20	ICD-9 CM Coding Part II	3/23-4/25	\$139*
HHS 582 20	CPT-4 Coding Part I	1/7-2/7	\$139*
HHS 583 20	CPT-4 Coding, Part II	2/14-3/17	\$139*
HHS 612 20	Computer Essentials for Healthcare Workers	3/18-4/14	\$179*
HHS 585 20	Medical Coding Internship	4/14-6/1	\$179*
HHS 596 20	Certified Coding Associate Review	2/7-3/15 or 4/4-5/14	\$99
	<i>Instructor-led course prepares for the AHIMA exam.</i>		
HHS 598 20	Certified Coding Specialist Review	1/24-4/22	\$125
	<i>Instructor-led course prepares for AHIMA Mastery exam.</i>		

**NEW!! Dental Office Receptionist**

HHS 599 20	Dental Terminology	1/12-2/21	\$125
HHS 600 20	Dental Billing	2/28-3/28	\$125
HHS 601 20	Dental Office Management	4/1-5/4	\$125
HHS 602 20	Blood Borne Pathogens	4/11-4/18	\$55
HHS 603 20	HIPPA for Physician Offices	4/25-5/2	\$35

*Courses HHS 602 and 603 can be taken separately for Dental Offices that need this training.*

## Education 2 Go Courses

*...Worth Taking A Look At*

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

### How to Get Started:

1. Visit our Online Instruction Center at: [www.ed2go.com/octc](http://www.ed2go.com/octc)
2. Click the **Orientation** link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course. This step is critical! You cannot access your course until you complete orientation.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

**Start Dates:** A new section of every course in this catalog will begin on the following dates:

Jan 19    Feb 16    Mar 16    Apr 20    May 18

### Requirements:

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



**Turn your computer  
into a doorway to  
your success.**

## Computer Courses

### Introduction to Windows

Learn how Windows makes it easy to work with text, pictures, audio, video, and more. \$79

### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor. \$79

### Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. \$79

### Introduction to Microsoft Access

Learn how to store, locate, print, and automate access to all types of information. \$79

### Introduction to Microsoft PowerPoint

Create dazzling slide presentations with multimedia, charts, outlines, graphs, clip art, and hypertext links. \$79

### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business. \$79

### Introduction to Visual Basic

Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET. \$79

### Java for the Absolute Beginner

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. \$79

### Introduction to Oracle

Use Oracle to plan, organize, and manage your data. \$79

### PC Troubleshooting

Learn to decipher and solve almost any problem with your PC. \$79

### Introduction to Networking

Prepare for a career in a new and fast-growing field. \$79

## The Internet

### Introduction to the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more. \$79

### 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. \$79

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web. \$79

### Introduction to Dreamweaver

Harness the broad range of capabilities Macromedia Dreamweaver brings to Web development. \$79

### Creating Web Graphics with Paint Shop Pro

Learn to use Paint Shop Pro to create, edit, and optimize stunning images, icons, logos, backgrounds, animations, and more. \$79

### Network+ Certification Prep

Prepare to take and pass the Network+ Exam and begin a career as a network tech. \$99

## Languages/Writing

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$79

### Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$79

### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$79

### 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. \$79

**Grammar Refresher**

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$79

**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. \$79

**Writeriffic: Creativity Training for Writers**

Banish writer's block forever with these tricks from the published writer's toolbox. \$79

**Grant Writing****A to Z Grantwriting**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. \$79

**Advanced Grant Proposal Writing**

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$79

**Writing Effective Grant Proposals**

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$79

**Becoming a Grant Writing Consultant**

Increase your income while working from home by starting a grant writing consulting business. \$79

**Digital Photography****Discover Digital Photography**

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