

ONLINE COURSES

Online Computer Courses – Fall 2006

Courses start each month: September 20, October 18, November 8, December 13

Update your computer skills, discover a new talent, or begin a new career path at your own pace and at your convenience with one of our new instructor-led courses. By contracting with Education to Go, we can offer more than 300 courses in everything from computers, Internet, writing, personal enrichment, test prep, business, legal studies, and health care. Each course runs for six weeks and consists of 12 lessons. The courses include interactive quizzes, assignments, tutorials, and on-line discussion areas. All you need is Internet access, an e-mail address, and a Web browser.

Online Instruction Center

To learn more about our online courses, visit our Online Instruction Center at www.ed2go.com/chabotcomed. You will find complete course descriptions, lesson outlines, evaluations from former students, course requirements, instructor credentials, and a demo course.

Requirements

All courses require Internet access, e-mail, Netscape Navigator, or Internet Explorer. Some courses may require additional software or have other requirements not listed. Before registering for any course, go to our Online Instruction Center and read the complete requirements for that course.

How to Get Started

- Visit our Online Instruction Center at www.ed2go.com/chabotcomed. Click the Orientation link and follow the instructions to enroll and pay for your course (either by credit card online through Ed2Go or check/credit card through Chabot College by calling (510) 723-6665). During orientation you will be provided an opportunity to choose the name and password you will use to access your course. This step is important! You cannot access your course until you complete orientation.
- When the course is scheduled to start, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

The Internet (\$89)

Introduction to the Internet
Achieving Top Search Engine Positions
Introduction to Outlook Express
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2002
Learn to Buy and Sell on eBay

Web Page Design (\$89)

Creating Web Pages
Creating Web Pages II
Designing Effective Websites
Introduction to Dreamweaver MX 2004
Introduction to Flash MX 2004
Introduction to Microsoft FrontPage 2003
Achieving Top Search Engine Positions
Introduction to Dreamweaver MX
Introduction to Microsoft FrontPage 2002

Web Graphics & Multimedia (\$89)

Introduction to FreeHand MX
Introduction to Flash MX 2004
Imaging for the Web Using Fireworks MX 2004
Introduction to Macromedia Director MX 2004
Drawing for the Absolute Beginner
Imaging for the Web Using Fireworks MX

Web & Computer Programming (\$89)

Introduction to PHP and MySQL
JavaScript Programming for the Web
Introduction to JSP Programming
Java for the Absolute Beginner
C++ for the Absolute Beginner
Introduction to C# Programming
Intermediate C# Programming
Computer Graphics Programming with OpenGL
Introduction to Perl Programming
Introduction to VBA
Introduction to Visual Basic .NET
Intermediate Visual Basic .NET
Introduction to Visual Basic 6.0

Basic Computer Literacy (\$89)

Keyboarding
Introduction to Windows XP
Introduction to Linux
Working With Your Macintosh
101 Tips and Tricks for the iMac and Macintosh
Computer Skills for the Workplace
Introduction to the Internet

Computer Applications (\$89)

Introduction to Microsoft Word 2003

Online Courses

Intermediate Microsoft Word 2003
 Advanced Microsoft Word 2003
 Introduction to Microsoft Excel 2003
 Intermediate Microsoft Excel 2003
 Advanced Microsoft Excel 2003
 Introduction to Microsoft Access 2003
 Intermediate Microsoft Access 2003
 Introduction to Microsoft PowerPoint 2003
 Intermediate Microsoft PowerPoint
 Introduction to Microsoft Project 2003
 Introduction to Microsoft Outlook 2003
 Introduction to QuickBooks 2005
 QuickBooks for Contractors
 Performing Payroll in QuickBooks
 Introduction to Crystal Reports 10
 Introduction to PrintShop Deluxe
 Using AppleWorks 6
 Intermediate Microsoft Access 2002
 Introduction to Microsoft PowerPoint 2002
 Introduction to Microsoft Outlook 2002
 Introduction to Microsoft Publisher 2002

Graphic Design (\$89)

Design Projects for Adobe Illustrator CS2
 Introduction to Photoshop CS2
 Introduction to FreeHand MX
 Photoshop Elements 4.0 for the Digital Photographer
 Photoshop CS2 for the Digital Photographer
 Introduction to Adobe FrameMaker 7.1
 Introduction to Photoshop CS
 Photoshop 7 for the Absolute Beginner
 Introduction to Photoshop 7
 Design Projects for Adobe Illustrator CS
 Design Projects for Adobe Illustrator 10
 Introduction to PrintShop Deluxe
 Introduction to QuarkXPress 5.0 for Windows
 Introduction to Microsoft Publisher 2003
 Introduction to Microsoft Publisher 2002

Computer Troubleshooting & Networking (\$89)

Introduction to PC Troubleshooting
 Introduction to PC Security
 Creating a Home Network
 Creating a Small Office Network
 Wireless Networking
 Introduction to Networking
 Intermediate Networking

Database Management & Programming (\$89)

Introduction to Database Development
 Introduction to SQL
 Introduction to Oracle
 Intermediate Oracle
 Introduction to Sybase
 Introduction to Microsoft Access 2003
 Intermediate Microsoft Access 2003
 Introduction to Crystal Reports 10
 Introduction to the Game Industry
 Creating User Requirements Documents
 C++ for the Absolute Beginner
 Introduction to C# Programming
 Intermediate C# Programming
 Computer Graphics Programming with OpenGL
 Introduction to Perl Programming

Introduction to VBA
 Introduction to Visual Basic .NET
 Intermediate Visual Basic .NET
 High Speed Project Management
 Managing Technical Professionals
 Introduction to Visual Basic 6.0

Career Certificate Programs (\$588-\$998)

Medical Coding and Billing - Comprehensive
 Medical Coding and Billing - Accelerated
 Medical Transcriptionist Career - Comprehensive
 Medical Transcriptionist Career - Accelerated
 Medical Office Assistant Career - Comprehensive
 Medical Office Assistant Career - Accelerated
 Home Inspector Career
 PC Repair Career

Certification Prep (\$99)

CompTIA Security+ Certification Prep
 CompTIA Network+ Certification Prep
 Basic CompTIA A+ Certification Prep
 Intermediate CompTIA A+ Certification Prep
 Advanced CompTIA A+ Certification Prep
 PMP Certification Prep 1
 PMP Certification Prep 2

Digital Photography & Digital Video (\$89)

Microsoft Windows Certification Prep: Exam 70-270
 Making Movies with Windows XP
 Discover Digital Photography
 Secrets of Better Photography
 Photoshop Elements 4.0 for the Digital Photographer
 Photoshop Elements 4.0 for the Digital Photographer II
 Photoshop CS2 for the Digital Photographer
 Photographing People with your Digital Camera
 Photoshop Elements 3.0 for the Digital Photographer
 Photoshop Elements 2.0 for the Digital Photographer
 Photoshop Elements Projects
 Introduction to Macromedia Director MX 2004

Languages (\$89)

Speed Spanish
 Speed Spanish II
 Speed Spanish III
 Beginning Conversational French
 Writing for ESL
 Grammar for ESL
 Beginning Braille Transcription
 Intermediate Braille Transcription

Writing & Publishing (\$89)

Grammar Refresher
 Effective Business Writing
 Beginning Writer's Workshop
 Writing for ESL
 Writeriffic: Creativity Training for Writers
 Writeriffic 2: Advanced Creativity Training for Writers
 The Craft of Magazine Writing
 Fundamentals of Technical Writing
 Writing Great Technical Documents
 Introduction to Adobe FrameMaker 7.1
 The Keys to Effective Editing
 Business Marketing Writing
 Writing for Children
 Mystery Writing

Online Courses

Write Your Life Story
 Beginner's Guide to Getting Published
 Correcting Oral and Written Errors
 Travel Writing
 Write Like a Pro
 Your Screenwriting Career
 Creating a Sense of Place
 Pleasures of Poetry
 Research Methods for Writers
 Introduction to Journaling
 Publish It Yourself: How to Start and Operate
 Your Own Publishing Business
 Demystifying Forensic Science: A Writer's Guide
 Introduction to Internet Writing Markets
 Resume Writing Workshop
 Becoming a Grant Writing Consultant

Entertainment**Industry Careers (\$89)**

Introduction to the Game Industry
 Marketing Tools for Actors
 Theme Park Engineering
 Get Funny!
 Your Screenwriting Career
 Music Made Easy
 Get Paid to Travel

Grantwriting & Nonprofit**Management (\$89)**

Creating Your Own Nonprofit
 Introduction to Nonprofit Management
 Marketing Your Nonprofit
 Making the Connection: Nonprofits and Technology
 Wow, What a Great Event!
 A to Z Grant Writing
 Get Grants!
 Writing Effective Grant Proposals
 Advanced Grant Proposal Writing
 Becoming a Grant Writing Consultant

Start Your Own Business (\$89)

Creating a Successful Business Plan
 Business Planning for the Retired
 Learn to Buy and Sell on eBay
 Marketing Your Business on the Internet
 Start and Operate your own Home-Based Business
 Publish It Yourself: How to Start and Operate
 Your Own Publishing Business
 Secrets of the Caterer
 Growing Plants for Fun and Profit
 Wow, What a Great Event!
 Start Your Own Consulting Practice
 Caring for Children
 Beginning Braille Transcription
 Intermediate Braille Transcription

Sales & Marketing (\$89)

Professional Sales Skills
 Effective Selling
 Business Marketing Writing
 Principles of Sales Management
 Marketing Your Business on the Internet

Accounting (\$89)

Accounting Fundamentals
 Accounting Fundamentals II

Creating a Successful Business Plan
 Introduction to Microsoft Excel 2003
 Intermediate Microsoft Excel 2003
 Advanced Microsoft Excel 2003
 Introduction to QuickBooks 2005
 QuickBooks for Contractors

Business Administration (\$89)

Performing Payroll in QuickBooks
 Project Management Fundamentals
 Project Management Applications
 Fundamentals of Supervision and Management
 Fundamentals of Supervision and Management II
 Administrative Assistant Fundamentals
 Administrative Assistant Applications
 Understanding the Human Resources Function
 Mastery of Business Fundamentals
 Mastery of Business Applications
 Employment Law Fundamentals
 Total Quality Fundamentals
 Six Sigma: Total Quality Applications
 Purchasing Fundamentals
 Purchasing Applications
 Introduction to Business Analysis
 Customer Service Fundamentals
 Distribution and Logistics Management
 Supply Chain Management Fundamentals
 Supply Chain Management Applications
 High Speed Project Management
 Successful Construction Business Management
 Hire Smart
 Principles of Sales Management
 Manufacturing Fundamentals
 Manufacturing Applications
 Managing Technical Professionals

Test Prep (\$89)

GED Test Preparation
 Prepare for the GED Language Arts, Writing Test
 Prepare for the GED Math Test
 SAT/ACT Preparation - Part 1
 SAT/ACT Preparation - Part 2
 GRE Preparation - Part 1
 GRE Preparation - Part 2
 GMAT Preparation
 Grammar for ESL
 LSAT Preparation - Part 1
 LSAT Preparation - Part 2

Personal Development (\$89)

Grammar Refresher
 Computer Skills for the Workplace
 Effective Business Writing
 Administrative Assistant Fundamentals
 Become a Veterinary Assistant
 Mastery of Business Fundamentals
 Get Assertive!
 Correcting Oral and Written Errors
 Merrill Ream Speed Reading
 Leadership
 Listen to Your Heart, and Success Will Follow
 Communicating Like a Leader
 Achieving Success with Difficult People
 Get Paid to Travel
 Keys to Effective Communication
 Interpersonal Communication

Online Courses

Goodbye to Shy
 High Powered Communication
 Get Funny!
 Individual Excellence: Secrets of Career Success
 Introduction to Journaling
 Twelve Steps to a Successful Job Search
 Everyday Math

Personal Finance and Wealth Building (\$89)

Resume Writing Workshop
 Real Estate Investing
 Debt Elimination Techniques That Work
 Building Wealth
 Where Does All My Money Go?
 Personal Finance
 Stocks, Bonds, and Investing: Oh, My!
 The Analysis and Valuation of Stocks
 Build Your Own Mutual Fund for Pennies
 Introduction to Stock Options

Health Care, Nutrition & Fitness (\$89)

Medical Terminology: A Word Association Approach
 Human Anatomy and Physiology
 Become a Veterinary Assistant
 Become a Veterinary Assistant II: Canine Reproduction
 Luscious, Low-Fat, Lightning-Quick Meals
 Introduction to Natural Health and Healing
 Food and Fitness to Fight Cancer
 Handling Medical Emergencies
 Outdoor Survival Techniques
 Assisting Aging Parents

Personal Enrichment (\$89)

Genealogy Basics
 Film Literacy
 Creating a Healthier Home
 Luscious, Low-Fat, Lightning-Quick Meals
 Wine Appreciation for Beginners
 Goodbye to Shy
 The Magic of Hypnosis
 Keys to Effective Communication
 Interpersonal Communication
 Achieving Success with Difficult People
 Merrill Ream Speed Reading
 Write Your Life Story
 Handling Medical Emergencies
 Outdoor Survival Techniques
 Assisting Aging Parents

Child Care & Parenting (\$89)

Caring for Children
 Parenting: The First Five Years
 Ready, Set, Read!
 Enhancing Language Development in Childhood
 Understanding Adolescents
 Guiding Kids on the Internet

Art, History, Psychology & Literature (\$89)

Film Literacy
 Music Made Easy
 Enjoying European Art Online
 Drawing for the Absolute Beginner
 Jungian Psychology
 Inspiring Tales from the Underground Railroad
 Theme Park Engineering

Math, Philosophy & Science (\$89)

Everyday Math
 Introduction to Algebra
 Philosophy for the New Millennium
 Great Themes in Philosophy

Law & Legal Careers (\$89-\$159)

Employment Law Fundamentals
 Workers' Compensation
 Introduction to Criminal Law
 Introduction to Criminal Law II
 Evidence Law
 Winning Strategy for the Courtroom
 Legal Nurse Consulting
 Constitutional Law: Bill of Rights
 Paralegal Preparation 1
 Paralegal Preparation 2
 Paralegal Preparation 3
 Paralegal Preparation 4
 Paralegal Preparation 5
 Paralegal Preparation 6
 LSAT Preparation - Part 1
 LSAT Preparation - Part 2

Health Care Continuing Education (\$45-\$199)

Certificate in Gerontology
 Certificate in Complementary and Alternative Medicine
 Certificate in Spirituality, Health, and Healing
 Certificate in End of Life Care
 Certificate in Growth and Development Through the Lifespan
 Certificate in Legal and Ethical Issues in Nursing
 Certificate in Issues in Oxygenation
 Certificate in Pain Assessment and Management
 Certificate in Perinatal Issues

Courses for Teaching Professionals (\$89)

Solving Classroom Discipline Problems
 Ready, Set, Read!
 The Classroom Computer
 Using the Internet in the Classroom
 The Creative Classroom
 PowerPoint in the Classroom
 Big Ideas in Little Books
 Get Assertive!
 Leadership
 Creating Web Pages
 Speed Spanish
 A to Z Grant Writing
 Enhancing Language Development in Childhood
 Understanding Adolescents
 Guiding Kids on the Internet

For a complete list of classes, descriptions, instructor bios, and lesson plans, and to register online for classes, please go to www.ed2go.com/chabotcomed

Chabot College

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Parking fees are enforced Monday through Saturday. Daily parking permits can be purchased for \$2 from dispensers located in the student parking lots.

In all two-story buildings on campus, the first floor classrooms are even-numbered and the second floor classrooms are odd-numbered.

