Chabot College Community Education
Online Courses - Spring 2006

Courses start each month:
January 18, February 15, March 15,
April 19, May 17
(see list of courses below)

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 150 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). 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)
Achieving Top Search Engine Positions
Introduction to Outlook Express
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2002
Introduction to Microsoft Outlook 2000
Learn to Buy and Sell on eBay

**Web Page Design ($89)**
Creating Web Pages
Designing Effective Websites
Introduction to Dreamweaver MX
Introduction to Microsoft FrontPage 2002
Introduction to Microsoft FrontPage 2000
Creating Cascading Style Sheets
Equal Access Through Style Sheets
Introduction to XML
Intermediate Web Pages
Advanced Web Pages
Achieving Top Search Engine Positions

**Web Graphics and Multimedia ($89)**
Creating Web Graphics with Paint Shop Pro 8
Imaging for the Web Using Fireworks MX 2004
Imaging for the Web Using Fireworks MX
Introduction to Macromedia Director MX 2004
Introduction to Flash MX
Drawing for the Absolute Beginner

**Web Programming ($89)**
Creating Cascading Style Sheets
Introduction to XML
JavaScript Programming for the Web
CGI Programming for the Web
Introduction to JSP Programming
Java for the Absolute Beginner
Introduction to Java 2 Programming

**Basic Computer Literacy ($89)**
Keyboarding
Introduction to Windows XP
Windows File & Disk Management
Working With Your Macintosh
101 Tips and Tricks for the iMac and Macintosh
Computer Skills for the Workplace
Introduction to the Internet

**Career Certification Programs**
(for details, go to www.ed2go.com/comed)
Computer Applications ($89)
Introduction to Microsoft Word 2003
Introduction to Microsoft Word 2000
Intermediate Microsoft Word 2003
Intermediate Microsoft Word 2000
Advanced Microsoft Word 2003
Advanced Microsoft Word 2000
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2000
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2000
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2000
Intermediate Microsoft Access 2002
Intermediate Microsoft Access 2000
Introduction to Microsoft PowerPoint 2002
Introduction to Microsoft PowerPoint 2000
Intermediate Microsoft PowerPoint 2002
Introduction to Microsoft Publisher 2002
Introduction to Microsoft Publisher 2000
Introduction to Crystal Reports 10
Introduction to PrintShop Deluxe
Using AppleWorks 6
Introduction to QuickBooks
QuickBooks for Contractors
Performing Payroll in QuickBooks
Quicken for Windows
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2002

Desktop Publishing & Imaging ($89)
Design Projects for Adobe Illustrator CS
Design Projects for Adobe Illustrator 10
Photoshop Elements for the Digital Photographer
Photoshop 7 for the Absolute Beginner
Introduction to Photoshop 7
Intermediate Photoshop 7
Introduction to PrintShop Deluxe
Introduction to QuarkXPress 5.0 for Windows
Introduction to QuarkXPress 5 for the Macintosh
Introduction to Microsoft Publisher 2002
Introduction to Microsoft Publisher 2000

Computer Troubleshooting
and Networking ($89)
Introduction to PC Troubleshooting
Creating a Home or Small Office Network
Introduction to Networking
Intermediate Networking

Computer Programming and Database Management ($89)
Introduction to Database Development
Introduction to SQL
Introduction to Oracle
Intermediate Oracle
Introduction to Sybase
Introduction to Microsoft Access
Intermediate Microsoft Access 2002
Intermediate Microsoft Access 2000
Introduction to Crystal Reports 10
Introduction to the Game Industry
C++ for the Absolute Beginner
C# Programming for the Absolute Beginner
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
Creating User Requirements Documents
Project Management @ e-Speed
Managing Technical Professionals

Certification Prep ($89)
Basic A+ Certification Prep
Intermediate A+ Certification Prep
Advanced A+ Certification Prep
PMP Certification Prep 1
PMP Certification Prep 2
Network+ Certification Prep
MCSE Certification Prep 1 - Exam 70-210
MCSE Certification Prep 2 - Exam 70-215
MCSE Certification Prep 3 - Exam 70-216
MCSE Certification Prep 4 - Exam 70-217
MCSE Certification Prep 5 - Exam 70-219
MCSE Certification Prep 6 - Exam 70-221
MCSE Certification Prep 7 - Exam 70-222

Palm Pilot and Pocket PC ($89)
Discover the Pocket PC
Digital Photography & Digital Video ($89)
Discover Digital Photography
Secrets of Better Photography
Photoshop Elements for the Digital Photographer
Mastering Digital Photography: Photographing People
Digital Photography OUTPUT!

Languages ($89)
Beginning Braille
Speed Spanish
Speed Spanish II
Beginning Conversational French
Grammar for ESL

Writing Courses ($89)
Fundamentals of Technical Writing
Writing Great Technical Documents
The Keys to Effective Editing
Grammar Refresher
Correcting Oral and Written Errors
Effective Business Writing
Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creativity Training for Writers
The Craft of Magazine Writing
Research Methods for Writers
Beginner’s Guide to Getting Published
Your Screenwriting Career
You Can Write for Television
Write Like a Pro
Crafting Your Short Fiction
Pleasures of Poetry
Songwriting Success
Travel Writing
Introduction to Journaling
Write Your Life Story
Business Marketing Writing
Introduction to Internet Writing Markets
Publish It Yourself: How to Start and Operate
   Your Own Publishing Business
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
You Can Write for Television
Songwriting Success
Music Made Easy
Get Paid to Travel

**Grant Writing and Nonprofit Management ($89)**
Becoming a Grant Writing Consultant
A to Z Grantwriting
Get Grants!
Advanced Grant Proposal Writing
Writing Effective Grant Proposals
Introduction to Nonprofit Management
Wow, What a Great Event!

**Business Planning and Entrepreneurial Courses ($89)**
Creating a Successful Business Plan
Business Planning for the Retired
Learn to Buy and Sell on eBay
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

**Sales and Marketing ($89)**
Professional Sales Skills
Effective Selling
Business Marketing Writing
Principles of Sales Management

**Accounting ($89)**
Accounting Fundamentals
Accounting Fundamentals II
Creating a Successful Business Plan
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2000
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2000
Introduction to QuickBooks
QuickBooks for Contractors
Performing Payroll in QuickBooks
Business Administration and Management ($89)
Building an Ethical Business
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Understanding the Human Resources Function
Hire Smart
Customer Service Fundamentals
Employment Law Fundamentals
Project Management Fundamentals
Project Management Applications
Project Management @ e-Speed
Introduction to Business Analysis
Administrative Assistant Fundamentals
Administrative Assistant Applications
Mastery of Business Fundamentals
Mastery of Business Applications
Manufacturing Fundamentals
Manufacturing Applications
Distribution and Logistics Management
Successful Construction Business Management
Managing Technology
Managing Technical Professionals
Principles of Sales Management
Six Sigma: Total Quality Fundamentals
Six Sigma: Total Quality Applications
Purchasing Fundamentals
Purchasing Applications
Supply Chain Management Fundamentals
Supply Chain Management Applications

Test Prep ($89)
GED Test Preparation
Prepare for the GED Language Arts, Writing Test
Prepare for the GED Math Test
GRE Preparation - Part 1
GRE Preparation - Part 2
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2
GMAT Preparation
Grammar for ESL
LSAT Preparation - Part 1
LSAT Preparation - Part 2

Personal and Career Development ($89)
Twelve Steps to a Successful Job Search
Hidden Market Job Search Strategies
Resume Writing Workshop
Get Assertive!
Leadership
Communication Like a Leader
High Powered Communication
Individual Excellence: Secrets of Career Success
Conquer Your Stress!
Listen to Your Heart, and Success Will Follow
Achieving Success with Difficult People
Merrill Ream Speed Reading
Effective Business Writing
Computer Skills for the Workplace
Grammar Refresher
Get Funny!
Get Paid to Travel

**Personal Finance and Wealth Building ($89)**
Buy or Lease Your Car Like a Pro
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
Online Investing
Introduction to Stock Options
Quicken for Windows

**Health Care, Nutrition, and Fitness ($89)**
Medical Terminology:
  - A Word Association Approach
Become a Veterinary Assistant
Become a Veterinary Assistant II:
Canine Reproduction
Introduction to Natural Health and Healing
Food and Fitness to Fight Cancer
Handling Medical Emergencies
Outdoor Survival Techniques
Assisting Aging Parents

**Family and Personal Enrichment ($89)**
Genealogy Basics
Film Literacy for Everyone
Creating a Healthier Home
Wine Appreciation for Beginners
Goodbye to Shy
The Magic of Hypnosis
Keys to Effective Communication
Interpersonal Communication
Stress S.O.S. for Women
Achieving Success with Difficult People
Merrill Ream Speed Reading
Write Your Life Story
Handling Medical Emergencies
Outdoor Survival Techniques
Assisting Aging Parents

Child Care and Parenting ($89)
Caring for Children
Parenting: The First Five Years
Ready, Set, Read!
Enhancing Language Development in Childhood
Understanding Adolescents
Solving Discipline Problems at Home
Guiding Kids on the Internet

Art, History, Psychology, and Literature ($89)
Film Literacy for Everyone
Music Made Easy
Enjoying European Art Online
Drawing for the Absolute Beginner
Jungian Psychology
Inspiring Tales from the Underground Railroad
History of Women Writers

Math, Philosophy, and Science ($89)
Theme Park Engineering
Introduction to Algebra
Philosophy for the New Millennium
Great Themes in Philosophy

Law and Legal Careers ($89-$169)
Employment Law Fundamentals
Introduction to Criminal Law
Evidence Law
Criminal Procedure: From Arrest to Appeal
Constitutional Law: Bill of Rights
Paralegal Certificate Program 1
Paralegal Certificate Program 2
Paralegal Certificate Program 3
Paralegal Certificate Program 4
Paralegal Certificate Program 5
Paralegal Certificate Program 6
LSAT Preparation - Part 1
LSAT Preparation - Part 2

**Continuing Education for Healthcare Professionals ($59-$209)**
Certificate in Gerontology
Certificate in Complementary and Alternative Medicine
Certificate in Spirituality, Health, and Healing
Certificate in End of Life Care

**Courses for Teaching Professionals ($89)**
Solving Classroom Discipline Problems
Ready, Set, Read!
The Classroom Computer
Using the Internet in the Classroom
PowerPoint in the Classroom
Big Ideas in Little Books
Get Assertive!
Leadership
Conquer Your Stress!
Introduction to Microsoft PowerPoint 2002
Introduction to Microsoft PowerPoint 2000
Intermediate Microsoft PowerPoint 2002
Windows File & Disk Management
Creating Web Pages
Creating Web graphics with Paint Shop Pro 8
Speed Spanish
A to Z Grantwriting
Enhancing Language Development in Childhood
Understanding Adolescents
Guiding Kids on the Internet

**Courses in Spanish ($89)**
Microsoft Word 1
Microsoft Excel 1
Microsoft PowerPoint 1
Contabilidad con Quickbooks
Contabilidad Bajo un Enfoque de Sistemas
Internet y el World Wide Web
Creacion de Páginas Web con HTML
Comercio Electronico
Programacion Java 1
Liderzago, Comunicacion, Motivacion y
Resolucion de Conflictos
Valoracion de Empresas