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
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
Writerific: Creativity Training for Writers
Writerific 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
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

Community Education Fall 2006

Goodye 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
Goodye 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
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.