Online Computer Courses - Summer 2006
Courses start each month: May 17, June 21, July 19, August 16, September 20
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 online 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/chabotcom. 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/chabotcom. 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
- 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

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

For information, call (510) 723-6665 or (510) 723-7531
### Community Education Summer 2006

#### Courses Online

**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
- 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
- Using AppleWorks
- Intermediate Microsoft Access 2002
- Introduction to Microsoft PowerPoint 2002
- Intermediate Microsoft Powerpoint 2002
- Introduction to Microsoft Outlook 2002
- Introduction to Microsoft Publisher 2002

**Graphic Design ($89)**
- Design Projects for Adobe Illustrator CS
- Introduction to Photoshop CS2
- Design Projects for Adobe Freehand MX
- Photoshop Elements 4.0
- Photoshop Elements 5.0
- Photoshop CS2 for the Digital Photographer
- Photoshop CS3 for the Digital Photographer
- Introduction to Adobe FrameMaker 7.1
- Photoshop 7 for the Absolute Beginner
- Intermediate Photoshop 7
- Design Projects for Adobe Illustrator 10
- Introduction to Dreamweaver
- 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

**Certification Prep ($89)**
- 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
- Microsoft Windows Certification Prep: Exam 70-270
- Microsoft Windows Certification Prep: Exam 70-210

**Digital Photography & Digital Video ($89)**
- Discover Digital Photography
- Secrets of Better Photography
- Photoshop Elements 4.0 for the Digital Photographer
- Photoshop CS2 for the Digital Photographer
- Photographing People with your Digital Camera
- Making Movies with Windows XP
- Digital Photography OUTPUT!
- 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
- Beginning Braille Transcription
- Intermediate Braille Transcription
- Grammar for ESL

**Writing & Publishing ($89)**
- Grammar Refresher
- Effective Business Writing
- Beginning Writer’s Workshop
- 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

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Courses Online

**Summer 2006**

### Community Education

**Courses Online**

- 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
- Songwriting Success
- Resume Writing Workshop
- Entertainment Industry Careers ($89)
  - Becoming a Grant Writing Consultant
  - Introduction to the Game Industry
  - Marketing Tools for Actors
  - Theme Park Engineering
  - Your Screenwriting Career
  - Songwriting Success
  - 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
  - Performing Payroll in QuickBooks
- Business Administration ($89)
  - 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
  - Building an Ethical Business
- 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

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# Community Education Summer 2006

## Courses Online

### 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
- 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
- Resume Writing Workshop

### Personal Finance & Wealth Building ($89)
- 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
- 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

### Math, Philosophy & Science ($89)
- Theme Park Engineering
- 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
- 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

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