



**Online Learning**  
**Training Anytime, Anyplace**  
[www.gatlineducation.com/jeffersonstate](http://www.gatlineducation.com/jeffersonstate)

These self-paced programs are designed with a team of professionals to provide the most effective web-based learning experience possible. Programs can be completed generally in less than 6 months. Instructors are actively involved in the students' online learning experience by responding to any questions or concerns as well as encouraging and motivating students to succeed. Each program includes everything needed to succeed (books, lessons, quizzes and assignments)! Grades are a combination of computer-graded tests and the instructor's evaluation of the students' work. Students love the quality as well as the convenience of anytime, anywhere learning! For detailed course outlines and demos please visit [www.gatlineducation.com/jeffersonstate](http://www.gatlineducation.com/jeffersonstate).

**Registration Information**

- Students register online at [www.gatlineducation.com/jeffersonstate](http://www.gatlineducation.com/jeffersonstate) or through JSCC by calling 205-856-7710.
- Student will receive a "Welcome Email" from GES with detailed program information.
- All materials are shipped directly from GES to the student upon registration.
- Students usually complete the course in 90 – 180 days.
- JSCC will provide a certificate upon successful completion of the course.
- Pricing of online classes is subject to change.

Gatlin Education Services offers a financial loan program for students in need of financial assistance. More information – [www.collegeloanapplication.com](http://www.collegeloanapplication.com).

**Career Programs**

**Veterinary Assistant** (240 Hours)

This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Textbooks included. Price \$1795

**Certified Wedding Planner** (300 Hours)

Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. Price \$1395

**Paralegal** (300 Hours)

This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included! Price \$1795

**Personal Financial Planning** (40 Hours)

The online Personal Financial Planning program's curriculum for better money management is unique because it teaches the psychological aspects of money management in addition to the practical mechanics of day-to-day living and spending. You will learn the step-by-step process for better money management in addition to a Fast-track approach, which will be a quick reminder for you for the rest of your life. Price \$1395

**Travel Agent Training** (200 Hours)

This industry-leading program will prepare students for the Institute of Certified Travel Agents TAP Certification teaches the basic skills needed to operate a computer reservation system. All materials included. Price \$1595

**Healthcare and Fitness**

**Administrative Dental Assistant** (150 Hours)

This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice. Textbooks included. Price \$1595

**Certified National Pharmaceutical Representative** (120 Hours)

Students will automatically become a member of NAPSRS and receive eligibility to sit for the CNPR national certification exam at no additional cost. Price \$1595

**Human Resources for Healthcare Professionals** (80 Hours)

This program provides a comprehensive human resource management foundation, grounded in practice, for those who intend to work or are working in healthcare settings. All of the modules in this program instill a solid foundation in both human resources and healthcare administrative practices. Price \$1995

**ICD-10 Medical Coding: Preparation and Instruction for Implementation** (200 Hours)

This online program will teach students how to prepare for and implement the massive changes to the existing coding system. Textbook included. Price \$1595

### **Medical Billing and Coding (240 Hours)**

Students can learn medical billing and coding from the comfort of their own homes with this online, instructor-facilitated program. Students are prepared for an entry-level position doing medical billing and/or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials included. Price \$1595

### **Medical Terminology (60 Hours)**

The Medical Terminology online program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Textbook is included! Price \$595

### **Medical Transcription (240 Hours)**

This online, instructor-led program will prepare you to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included. Price \$1595

### **Personal Fitness Trainer (250 Hours)**

Content and curriculum within each section of this unique program are designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients. Students will also have the opportunity to take an optional field internship elective course. Materials included. Price \$2095

### **Pharmacy Technician (300 Hours)**

This online program will teach the skills needed to gain employment as Pharmacy Technician in either the hospital or retail setting. All materials included. Price \$1995

## **Business and Finance**

### **Bookkeeping the Easy Way with QuickBooks (140 Hours)**

This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Textbook and thorough tutorial for Quick Books are included. Price \$1695

### **Certified Bookkeeper (120 Hours)**

This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks included. Price \$1795

### **Chartered Tax Professional (180 Hours)**

With the innovative online Chartered Tax Professional certificate program, students can start working and earning money while completing coursework. While they apply what they've learned and earn money as a tax preparer, students continue their studies in advanced individual tax preparation, which will enable them to serve clients with more complex tax situations and increase earning potential. Price \$1795

### **Payroll Practice and Management (80 Hours)**

This new online program is designed to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. Price \$1595

### **IT AND SOFTWARE DEVELOPMENT.NET Training (177 Hours)**

Students will learn to develop web applications based on Microsoft's .Net development environment. This program begins with computer technology basics and leads to web and application development. Price \$1995

### **3ds max (300 Hours)**

This exciting new online program will teach students how to use both 3ds max and Character Studio to design, develop, and animate 3D video game characters. Price \$1695

### **AutoCAD 2007 (150 Hours)**

This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2007 textbook included. Price \$1795

### **AutoCAD 2009 (150 Hours)**

This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2009 textbook included. Price \$1995

### **Cisco® CCNA® Certification Training (100 Hours)**

This online program involves extensive hands-on work on Cisco routers, switches, and firewalls in a simulated network environment and prepares students for the Cisco CCNA certification exam. Textbook included. Price \$1995

### **CompTIA™ A+ Certification Training**

(150 Hours)

This online program will prepare students to take the CompTIA A+ Hardware and the A+ Operating System Technologies exams. Price \$1695

### **Comp TIA™ Linux+/LPI Level One Certification Training (300 Hours)**

This online program teaches the fundamentals of the Linux operating system including how to configure Linux system services, how to manage a Linux system in a networked environment, and finally, how to manage the servers a Linux system provides. Textbooks included. Price \$2195

### **Comp TIA™ Network+/Server+ Certification Training (80 Hours)**

This online program will prepare students for both Network+ and Server+ national certification exams. Price \$1495

### [Comp TIA™ Security+ Certification Training \(80 Hours\)](#)

This online Security+ course helps prepare a student for the CompTia Security+ certification exam. Textbook included. Price \$1495

### [eBusiness \(200 Hours\)](#)

The primary objective of this online program is to introduce concepts, tools and approaches to eBusiness. Textbook included. Price \$1995

### [Forensic Computer Examiner \(150 Hours\)](#)

The online Forensic Computer Examiner program prepares individuals for a career as a forensic computer examiner. Students will learn to retrieve evidence and prepare reports, based on that evidence, which will stand up in a court of law. This program is an authorized Certified Computer Examiner (CCE) training course and thoroughly prepares students to take the CCE certification exam. Price \$3095

### [Help Desk Analyst: Tier 1 Support Specialist \(80 Hours\)](#)

The Help Desk Analyst online program will prepare students for a challenging technical support role. Textbooks included! Price \$1495

### [Microsoft Certified System Administrator 2003 \(MCSA\) \(440 Hours\)](#)

The online MCSA program will prepare students for Microsoft's national MCSA certification exam. Price \$2495

### [Microsoft Certified System Administrator Plus 2003 \(MCSA+\) \(340 Hours\)](#)

The online MCSA+ program will prepare students for Microsoft's national MCSA+ certification exam. Price \$2195

### [Microsoft Office Specialist 2003 \(MOS\) \(120 Hours\)](#)

This online program is a comprehensive, performance-based program that teaches students to be proficient using the most popular suite of Microsoft Office 2003 programs including Word, Excel, Power Point, Outlook, and Access. Textbooks included! Price \$1595

### [Web Database Developer \(267 Hours\)](#)

The Web Database Developer online program will provide students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet. Price \$2195

### [Webmaster \(150 Hours\)](#)

This online Webmaster program begins by teaching simple web page development and progresses by introducing new concepts by involving you in active web page implementation using HTML and Dynamic HTML. Textbook included. Price \$1795

## Management and Corporate

### [Non-Profit Management Training \(300 Hours\)](#)

For those who work with or desire to work in a non-profit organization or business environment, this is the program for you. The Non-Profit Management Program is particularly well suited for anyone in who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a perspective on some of the unique issues facing management of a non-profit organization. Price \$2095

### [English as a Second Language - Global English \(unlimited hours\)](#)

This exciting new Global English program is perfect for students who wish to either learn or improve their English language skills. The Global English program gives each student a 12 month license to the Global English service. This service is designed to accommodate the needs of all levels of students – beginner, intermediate, and advanced in both general and business English curriculum. Every student will have access to an unlimited amount of courses for a full year! Price \$595

### [Entrepreneurship: Start-Up and Business Owner Management \(360 Hours\)](#)

This Entrepreneurship course provides an excellent foundation for not just the start-up business owner, but also the business owner or manager who wants to gain a deeper understanding of some of the essential principles associated with owning and operating a start-up or on-going business. Price \$2095

### [Core Mediation Certificate \(60 Hours\)](#)

Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. All materials included. Price \$1595

### [Corporate Governance and Ethics \(15 Hours\)](#)

This innovative program teaches companies and professionals how to reduce fraud losses - and how to effectively work to eliminate future frauds. It offers comprehensive coverage of fraud detection, warning signs, technology tools, investigation techniques, financial statement screening, fraud risk in e-commerce, pro-active fraud risk and much more. Price \$895

## Leadership and Legacy

### [Management for IT Professionals \(390 Hours\)](#)

The Management for IT Professionals online training program is designed for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants a perspective on some of the unique issues facing management in the IT field. Materials included. Price \$2095

### [Management Training \(360 Hours\)](#)

This program is perfect for the business owner, entrepreneur, or anyone seeking to learn the essentials in business and

management. If you are thinking of starting a business or pursuing an MBA, learn the essentials here! Price \$2095

### [Project Management](#) (40 Hours)

This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep included. Price \$1495

## Media and Design

### [Business Marketing Design](#) (420 Hours)

The Business Marketing Design program focuses on developing the visual identity, advertising, and marketing design skills required for a corporate or small business environment. Students learn professional applications for Adobe Photoshop and Illustrator or equivalent digital imaging and vector drawing tools. Price \$5595

### [Digital Arts Certificate](#) (420 Hours)

The Digital Arts Certificate program focuses on developing technical skill and creative artistry in digital photography and imaging. Price \$5595

### [Fine Arts Training](#) (420 Hours)

Build a foundation in drawing and painting, deepening your knowledge of the fine arts. Expert Faculty provides critique and feedback on projects within 1-2 business days, helping you build a creative portfolio for prospective employers. Price \$4495

### [Graphic Design](#) (80 Hours)

This online program begins with the fundamentals of design and guides the student through the terms and processes they will use to turn their knowledge of design into a career. Price \$1495

### [Interior Design](#) (350 Hours)

In this new and exciting interactive online program, you will learn how to create spaces for living, working, and enjoyment. The program focuses on Design Theory, Design Process methods and Design Studio Work. Price \$2295

### [Multimedia Arts Certificate](#) (420 Hours)

The Multimedia Certificate focuses on providing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Price \$5595

### [Video Game Design and Development](#) (500 Hours)

Learn the high-end techniques and engineering principles behind modern videogame technology with this exciting online program. Price \$1995

### [Website Design Certificate](#) (420 Hours)

The Website Design online training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. Students learn professional applications for Adobe Photoshop, Macromedia Dreamweaver and Flash, or equivalent software tools. Price \$5595

## Skilled Trades and Industrial

### [Chemical Plant Operations](#) (400 Hours)

This online training program will teach you the skills you need to gain employment as a Chemical Plant Operator. Chemical Plant Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. Price \$2595

### [HVAC Technician](#) (320 Hours)

This program is designed to prepare learners using an online, mentor facilitated, self-paced environment for entry-level positions in the HVACR industry, continuing education for upgrading skills, or becoming Certified or Licensed (NATE, etc). Price \$3095

### [Modern Automotive Service Technician](#) (380 Hours)

The Modern Automotive Service Technician online program teaches the construction, operation, diagnosis, service, and repair of late-model automobiles and light trucks. This comprehensive program uses a building-block approach that starts with the fundamental principles of system operation and progresses gradually to complex diagnostic and service procedures. Students and professionals learn quickly and easily, helped by thousands of color illustrations, scores of 2-D and 3-D animations, built-in quizzes, and other interactive features. Price \$2695

### [Oil Refinery Operations](#) (400 Hours)

Oil Refinery Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. The necessary science concepts are built into the course modules. Price \$2595

### [Paper Mill Operations](#) (400 Hours)

This online training program will teach you the skills you need to gain employment as a Paper Mill Operator. Paper Mill Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. Price \$2595

### [Power Plant Operations](#) (400 Hours)

Power Plant Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. The necessary science concepts are built into the course modules. Price \$2595

### [Pulp Mill Operations](#) (400 Hours)

This online training program will teach you the skills you need to gain employment as a Pulp Mill Operator. Pulp Mill Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. Price \$2595

Detailed program outlines, descriptions, and demos are available at [www.gatlineducation.com/jeffersonstate](http://www.gatlineducation.com/jeffersonstate).



Jefferson State Community College has partnered with Ed2go to bring you instructor-facilitated online courses that 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.

Our Ed2go online courses include the following categories:

<b>Computer Applications</b>	<b>Health Care, Nutrition, &amp; Fitness</b>
<b>Languages</b>	<b>Personal Finance &amp; Wealth Building</b>
<b>Writing &amp; Publishing</b>	<b>Digital Photography</b>

#### How to Get Started:

1. Visit our Online Instruction Center: [www.ed2go.com/jscc](http://www.ed2go.com/jscc)
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.
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 selected during orientation.

**Start Dates:** A new section of every course in this catalog will begin on **Sept 21, Oct 19, Nov 9 and Dec 14**.

**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.

## Business Courses

### **Accounting Fundamentals \$89.00**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### **Administrative Assistant Fundamentals \$89.00**

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

### **Introduction to QuickBooks \$89.00**

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

### **Real Estate Law \$89.00**

Learn the basics of real estate law, including investing, title searching, and mortgages.

### **PMP Certification Prep I \$109.00**

Prepare to take—and pass—the PMP certification exam. Course 1 of 2.

### **Employment Law Fundamentals \$89.00**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

### **Fundamentals of Supervision and Management \$89.00**

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

## Start Your Own Business

### **Learn to Buy and Sell on eBay \$89.00**

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

### **Marketing Your Business on the Internet \$89.00**

E-commerce expert helps you develop an Internet marketing plan for your business.

### **Start Your Own eBay Drop Off Store \$89.00**

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

### **Secrets of the Caterer \$89.00**

Learn cooking and business secrets from a professional caterer.

### **Growing Plants for Fun and Profit \$89.00**

An industry professional teaches you everything you need to prosper in the backyard nursery business.

**Publish It Yourself: How to Start and Operate Your Own Publishing Business \$89.00**

Convert manuscripts into income by producing and selling books like the pros.

**Start Your Own Consulting Practice \$89.00**

Find out how you can earn income by sharing your training or knowledge with others.

**Start and Operate Your Own Home-Based Business \$89.00**

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

**Creating a Successful Business Plan \$89.00**

Turn your business ideas into a solid plan for financing and long-term success.

**Business and Marketing Writing \$89.00**

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

## Grant Writing/Nonprofits

**Creating Your Own Nonprofit \$89.00**

Industry veteran shows you how to take a nonprofit business from vision to reality.

**Introduction to Nonprofit Management \$89.00**

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

**A to Z Grantwriting \$89.00**

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

**Advanced Grant Proposal Writing \$89.00**

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

## Career Ideas

**Real Estate Investing \$89.00**

Build and protect your wealth by investing in real estate.

**Get Paid to Travel \$89.00**

Learn everything you need to start your new and exciting career as a professional tour director.

**Fundamentals of Technical Writing \$89.00**

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

**Start Your Own Arts and Crafts Business \$89.00**

Learn how to start your own arts and crafts business from a professional artist.

## Personal Development

**Listen to Your Heart, and Success Will Follow \$89.00**

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

**Grammar Refresher \$89.00**

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

**Twelve Steps to a Successful Job Search \$89.00**

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

**Leadership \$89.00**

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

**Computer Skills for the Workplace \$89.00**

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

**Merrill Ream Speed Reading \$89.00**

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

## Personal Enrichment

**Get Assertive! \$89.00**

Find out how you can stop others from intimidating you or treating you poorly.

**Goodbye to Shy \$89.00**

Become more confident in social, professional, and romantic situations.

**Achieving Success with Difficult People \$89.00**

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

### **Keys to Effective Communication \$89.00**

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

## Test Prep

### **SAT/ACT Preparation - Part 1 \$89.00**

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

### **SAT/ACT Preparation - Part 2 \$89.00**

Do your best on the quantitative section of the new SAT.

### **GMAT Preparation \$89.00**

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

### **GRE Preparation - Part 1 \$89.00**

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

### **GRE Preparation - Part 2 \$89.00**

Learn a variety of useful techniques for tackling the math section of the GRE.

### **LSAT Preparation - Part 1 \$89.00**

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

### **LSAT Preparation - Part 2 \$89.00**

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

## Digital Photography

### **Discover Digital Photography \$89.00**

An informative introduction to the fascinating world of digital photography equipment.

### **Photoshop Elements I \$89.00**

*Level II is now available!*

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

### **Making Movies with Windows XP \$89.00**

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

## Entertainment

### **Music Made Easy \$89.00**

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

### **Drawing for the Absolute Beginner \$89.00**

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

## Family & Friends

### **Luscious, Low-Fat, Lightning-Quick Meals \$89.00**

Discover how easy it can be to prepare meals that are both delicious and nutritious!

### **Genealogy Basics \$89.00**

Begin an exciting and fascinating exploration of your roots.

### **Assisting Aging Parents \$89.00**

Be prepared to handle the challenges of aging while learning to cherish the transition.

### **Enhancing Language Development in Childhood \$89.00**

Enrich the lives of your children by helping them become proficient speakers and thinkers.

### **Understanding Adolescents \$89.00**

Unlock the secrets of the adolescent mind to improve relations.

## Languages

### **Speed Spanish I \$89.00**

*Levels II and III are now available!*

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

### **Instant Italian \$89.00**

Learn Italian from the comfort of your home in this fun and enjoyable online course.

### **Beginning Braille Transcription \$89.00**

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

### **Conversational Japanese \$89.00**

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

## Math

### **Everyday Math \$89.00**

Gain confidence in your basic math skills and start using math to your advantage.

### **Introduction to Algebra \$89.00**

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

## Law & Legal Careers

### **Business Law for Small Business Owners \$89.00**

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

### **Employment Law Fundamentals \$89.00**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

### **Workers' Compensation \$89.00**

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

## Personal Finance

### **Real Estate Investing \$89.00**

Build and protect your wealth by investing in real estate.

### **Debt Elimination Techniques That Work \$89.00**

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

### **Personal Finance \$89.00**

Protect your assets and discover how best to achieve all your financial goals.

### **Stocks, Bonds, and Investing: Oh, My! \$89.00**

Make wise investment decisions so you have enough to live comfortably through your retirement.

### **The Analysis and Valuation of Stocks \$89.00**

Discover valuable techniques that show you step-by-step how to research and value stocks.

### **Introduction to Stock Options \$89.00**

Learn how stock options can help you profit in any type of market.

### **Building Wealth \$89.00**

Certified financial planner shows you how most wealthy people build their fortunes.

## Healthcare

### **Certificate in End of Life Care \$179.00**

(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

### **Certificate in Gerontology \$179.00**

(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

### **Introduction to Natural Health and Healing \$89.00**

Learn how to promote wellness, balance, and health in all aspects of your daily life.

## Teaching

### **Teaching Writing: Grades 4-6 \$89.00**

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

### **Teaching Math: Grades 4-6 \$89.00**

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

### **Solving Classroom Discipline Problems \$89.00**

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

### **Survival Kit for New Teachers \$89.00**

Veteran instructor shares the secrets for success in your first years of teaching.

### **Using the Internet in the Classroom \$89.00**

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

**Integrating Technology in the Classroom \$89.00**

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

**Working Successfully With Learning Disabled Students \$89.00**

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

**Creating the Inclusive Classroom: Strategies for Success \$89.00**

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.

**Ready, Set, Read! \$89.00**

Learning specialist shows you how to develop successful readers and writers.

**Teaching Students With Autism: Strategies for Success \$89.00**

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

**Creating a Classroom Web Site \$89.00**

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

## Writing

**Advanced Fiction Writing \$89.00**

Explore advanced fiction writing techniques with a published novelist.

**Write Your Life Story \$89.00**

Give your family and friends an inspirational autobiography.

**Write Fiction Like a Pro \$89.00**

Author teaches you how professional writers use story outlines to structure any type of story.

**The Craft of Magazine Writing \$89.00**

If you're a determined new writer, this class will provide you with the skills you need to get published.

**Beginner's Guide to Getting Published \$89.00**

Published writer shows you how to give yourself the credibility you need to get your works published.

**Forensic Science For Writers \$89.00**

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

**Mystery Writing \$89.00**

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

**Writing for Children \$89.00**

Published children's author shows you how to touch the hearts of children by creating books for them.

**Travel Writing \$89.00**

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

**Beginning Writer's Workshop \$89.00**

Get a taste of the writer's life and improve your writing skills in this introduction to writing reatively.