

# ONLINE LEARNING



## Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

### Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace

### Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self-paced
- All materials, workbooks, and software are included
- Payment plans available

### Wind Energy Apprenticeship

Wind energy companies are growing exponentially to meet America's demand for clean, renewable, domestic energy. This entry-level Wind Energy Apprenticeship Online Training Program prepares you for a career in the wind energy industry.

### Certified Mediator

This online Certified Mediator program will give you just the start you're looking for in mediation. Offered in partnership with Mediators without Borders®, this online program offers a highly comprehensive mediation education that can help you advance in your present job, add a sought after skill to your resume, or set up a private practice as a Certified Mediator.

### Webmaster

This Webmaster Online Training Program will prepare you for a career designing, developing, and maintaining Web sites.

### MCAS Office 2007 & Windows Vista

The Microsoft Certified Application Specialist (MCAS) Online Training Program is a performance-based certification program approved by Microsoft to assess and validate computer skills using the Microsoft Office 2007 suite of programs: Excel, Word, PowerPoint, Access, and Outlook, as well as Windows Vista.

## Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

### Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

### How to Get Started:

1. Visit our Online Instruction Center:
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### Accounting Fundamentals

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

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### A to Z Grantwriting

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

### Discover Digital Photography

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

**MORE COURSES AVAILABLE AT OUR WEBSITES**