

Top 100 Picks Point, Click & GO!

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What You Need to Know About These Online Courses:

- Courses held in partnership with Ed2Go
- All courses listed begin the second or third Wednesday of each month
- You must have a computer with Internet access
- Each course includes an online orientation, communication with the instructor, and learning activities and optional quizzes
- Some courses require books that may be purchased through preferred bookstore providers
- Questions? Call Continuing Education & Training at 410-386-8100

Accounting and Finance

- Accounting Fundamentals I and II

Business

- Achieving Top Search Engine Positions
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Building Teams that Work
- Business Marketing Writing
- Creating a Successful Business Plan
- Customer Service Fundamentals
- Effective Business Writing
- Fundamentals of Supervision and Management I and II
- Grammar Refresher
- Individual Excellence
- Leadership
- Learn to Buy and Sell on Ebay
- Mastery of Business Fundamentals
- Publish It Yourself: How to Start & Operate Your Own Publishing Business
- Secrets of the Caterer
- Small Business Marketing on a Shoestring

- Start & Operate Your Own Home-Based business
- Start Your Own Arts and Crafts Business
- Start Your Own Consulting Business
- Understanding the Human Resources Function

Computer Applications

- #### Design and Composition
- Mastering Digital Photography: Photographing People
 - Photographing Nature with Your Digital Camera
 - Travel Photography for the Digital Photographer

Health Care and Medical

- Complementary and Alternative Medicine
- Gerontology
- Growth and Development Through the Lifespan
- Handling Medical Emergencies
- Legal and Ethical Issues in Nursing
- Legal Nurse Consulting
- Pain Assessment and Management
- Perinatal Issues
- Spanish for Medical Professionals
- Spirituality, Health, and Healing

Language and Arts

- An Introduction to teaching ESL/EFL
- Beginning Conversational French
- Grammar for ESL
- Grammar Refresher
- Music Made Easy
- Practical Ideas for the Adult ESL/EFL classroom
- Speed Spanish I & II
- Start Your Own Arts and Crafts Business
- Writing for ESL

Law and Legal

- Employment Law Fundamentals
- Legal Terminology, Process, Ethics, Tort and Contract Law

Personal Development

- 12 Steps to a Successful Job Search
- Assisting Aging Parents
- Genealogy Basics
- Going Green at Home
- Introduction to Natural Health & Healing
- Keys to Successful Money Management
- Listen to Your Heart & Success will Follow
- Math Refresher
- Personal Finance

Teaching and Education

- Enhancing Language Development in Childhood
- Guided Reading: Strategies for the Differentiated Classroom
- Solving Classroom Discipline Problems

Technology

- Introduction to ASP.NET
- Introduction to Crystal Reports 10
- Introduction to Database Development
- Introduction to Java Programming
- Introduction to Networking
- Introduction to PHP and MySQL
- Introduction to SQL
- Making Movies with Windows XP
- Performing Payroll in QuickBooks 2010
- Wireless Networking

Writing and Publishing

- Advanced Fiction Writing
- Introduction to Internet Writing Markets
- The Craft of Magazine Writing
- The Keys to Effective Editing
- Travel Writing
- Write Your Life Story
- Writerific: Creativity Training for Writers

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