

**INCOLSA ed2go Courses**

**Unless otherwise noted most courses are 24 contact hours**

Title	Description	General or Technology
101 Tips and Tricks for the iMac and Macintosh	An experienced instructor shows you how to become a more productive Mac user.	Technology
A to Z Grant Writing	Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.	General
Accounting Career Certificate Program	(540 contact hours) Gain the skills and knowledge you need to prepare for a career in accounting.	General
Accounting Fundamentals	Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.	General
Accounting Fundamentals II	Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.	General
Achieving Success with Difficult People	Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.	General
Advanced CompTIA A+ Certification Prep	Prepare for the CompTIA A+ exam and begin a rewarding career in the fast-growing PC repair field (course 3 of 3).	Technology
Advanced Grant Proposal Writing	Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.	General
Advanced Microsoft Excel 2003	Increase your potential and maximize your value by becoming an expert Microsoft Excel user.	Technology
Advanced Microsoft Word 2003	Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.	Technology
Advanced PC Security	Use ethical hacking techniques to locate and close security holes in your own network.	Technology
Basic CompTIA A+ Certification Prep	Prepare for the CompTIA A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).	Technology
Bookkeeper Career Certificate Program	(310 contact hours) Gain the skills and knowledge to become a professional bookkeeper.	General
Building Teams That Work	Learn the secrets of dynamic team building.	General
Business Marketing Writing	Write great marketing copy to improve your company's image and your chances of getting hired or promoted.	General

Communicating Like a Leader	Learn to become a great communicator and improve your chances for professional success.	General
CompTIA Network+ Certification Prep	Prepare to take and pass the CompTIA Network+ Exam and begin a career as a network tech.	Technology
CompTIA Security+ Certification Prep	Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.	Technology
Computer Skills for the Workplace	Gain a working knowledge of the computer skills you'll need to succeed in today's job market.	Technology
Constitutional Law: Bill of Rights	Learn about the fundamentals of Constitutional Law, with emphasis on the Bill of Rights.	General
Creating a Small Office Network	Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents with Windows XP Professional Edition.	Technology
Creating a Successful Business Plan	Turn your business ideas into a solid plan for financing and long-term success.	General
Creating User Requirements Documents	An experienced developer teaches you how to use discovery and documentation to meet or exceed customer expectations.	General
Creating Web Graphics with Photoshop CS3	Learn how to use Photoshop to create graphics for the Web.	Technology
Creating Web Pages	Learn the basics of HTML so you can design, create, and post your very own site on the Web.	Technology
Creating Web Pages II	Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.	Technology
Creating Your Own Nonprofit	Industry veteran shows you how to take a nonprofit business from vision to reality.	General
Design Projects for Adobe Illustrator CS	Learn the basics of Adobe Illustrator CS with design projects that let you practice as you learn.	Technology
Design Projects for Adobe Illustrator CS2	Practice while you learn the fundamentals of Adobe Illustrator CS2 with useful design projects.	Technology
Designing Effective Websites	Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.	Technology
Distribution and Logistics Management	Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.	General
Effective Business Writing	Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.	General

Effective Selling	Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.	General
Employment Law Fundamentals	Learn the basics of employment law so you can legally hire, evaluate, and manage employees.	General
Enhancing Language Development in Childhood	Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.	General
Fundamentals of Supervision and Management	Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.	General
Fundamentals of Supervision and Management II	Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.	General
Genealogy Basics	Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.	General
Get Assertive!	Find out how you can stop others from intimidating you or treating you poorly.	General
Get Funny!	Learn how to use humor to speak more effectively, write better, and increase your popularity.	General
Get Grants!	Learn how to develop successful, fundable grants from experts in the field.	General
Guided Reading and Writing: Strategies for Maximum Student Achievement	Get the professional development training you need to improve student literacy by turning guided reading strategies into opportunities for teaching writing.	General
Guided Reading: Strategies for the Differentiated Classroom	Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.	General
Guiding Kids on the Internet	Gain confidence and experience so you can help your children discover all the Internet has to offer.	General
High Powered Communication	Master the five critical factors of highly effective communication used by all skilled communicators.	General
Imaging for the Web Using Fireworks MX	Tap into the power of Fireworks MX to create dynamic Web graphics.	Technology
Imaging for the Web Using Fireworks MX 2004	Tap into the power of Fireworks MX 2004 to create dynamic Web graphics.	Technology
Individual Excellence: Secrets of Career Success	Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.	General

Integrating Technology in the K-5 Classroom	Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.	Technology
Intermediate C# Programming	Learn to write Graphical User Interface programs in the C# Programming Language.	Technology
Intermediate CompTIA A+ Certification Prep	Prepare for the CompTIA A+ exam and begin a rewarding career in the fast-growing PC repair field (course 2 of 3).	Technology
Intermediate CSS and XHTML	Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites.	Technology
Intermediate Microsoft Access 2003	Learn to solve real-world business problems with Microsoft Access 2003.	Technology
Intermediate Microsoft Excel 2003	Work faster and more productively by learning to use some of Excel 2003's most powerful tools.	Technology
Intermediate Microsoft Word 2003	Take advantage of Word 2003's publishing capabilities to create eye-catching documents.	Technology
Intermediate Networking	Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.	Technology
Intermediate Oracle	Learn how write powerful and flexible PL/SQL programs.	Technology
Intermediate Photoshop CS2	Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame.	Technology
Intermediate Photoshop CS3	Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.	Technology
Intermediate PHP and MySQL	Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.	Technology
Intermediate Visual Basic .NET	Gain in-demand skills writing turnkey Windows programs that access and modify business databases.	Technology
Intermediate Visual Basic 2005	Discover how to write VB programs that can access and modify a database.	Technology
Interpersonal Communication	Become aware of the conscious and unconscious codes of meaning we send when communicating with others.	General
Introduction to Adobe FrameMaker 7.1	If you want to succeed as a technical writer, you need to learn FrameMaker, the gold standard for publishing technical documentation.	Technology
Introduction to Alice 2.0 Programming	Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.	Technology

Introduction to ASP.NET	Learn how to create powerful, interactive, community-based Web sites with ASP.NET.	Technology
Introduction to Business	(45 contact hours) Explore trends and developments that are revolutionizing business and gain insights that will help ensure your success.	General
Introduction to Business Analysis	Learn powerful techniques to improve your decision-making skills at work.	General
Introduction to C# Programming	Learn the fundamentals of computer programming with the new C# programming language.	Technology
Introduction to C++ Programming	Learn to program in C++, even if you have no prior programming experience!	Technology
Introduction to CoreIDRAW X3	Learn how CoreIDRAW can help you create dazzling logos and other artwork for print or the Web.	Technology
Introduction to Crystal Reports 10	Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.	Technology
Introduction to CSS and XHTML	Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.	Technology
Introduction to Database Development	An experienced professional guides you through a structured approach to database design and development.	Technology
Introduction to Dreamweaver 8	Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.	Technology
Introduction to Dreamweaver MX	Harness the broad range of capabilities Macromedia Dreamweaver MX brings to Web development.	Technology
Introduction to Dreamweaver MX 2004	Veteran designer helps you master the industry-standard tool for building professional Web sites.	Technology
Introduction to Flash 8	Learn how to create exciting interactive animations from a working Flash designer and author.	Technology
Introduction to Flash MX 2004	Learn to quickly create dynamic, entertaining, and interactive Web sites with Flash MX 2004.	Technology
Introduction to FreeHand MX	Harness the power of Freehand MX to create stunning logos, brochures, book covers, flyers, Web graphics, and more.	Technology
Introduction to Java Programming	An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.	Technology
Introduction to JSP Programming	Become proficient in the programming language that powers many of today's top Web sites.	Technology

Introduction to Linux	Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.	Technology
Introduction to Macromedia Director MX 2004	Director skills are in high demand. Learn to create learning applications, demos, games, interactive Web sites, and more.	Technology
Introduction to Microsoft Access 2003	Learn how to store, locate, print, and automate access to all types of information.	Technology
Introduction to Microsoft Access 2007	Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.	Technology
Introduction to Microsoft Excel 2003	Discover the secrets to setting up fully formatted worksheets quickly and efficiently.	Technology
Introduction to Microsoft Excel 2007	Work with numbers? You need to know Excel. Learn the secrets of this powerful application.	Technology
Introduction to Microsoft FrontPage 2003	Find out how FrontPage makes it easy to create and upload professional Web sites without programming.	Technology
Introduction to Microsoft Outlook 2003	Harness the communication and information management power of Microsoft Office Outlook 2003.	Technology
Introduction to Microsoft Outlook 2007	Become a productive and confident Microsoft Outlook 2007 user.	Technology
Introduction to Microsoft PowerPoint 2003	Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web.	Technology
Introduction to Microsoft PowerPoint 2007	Learn how to use Microsoft PowerPoint 2007 to create impressive, professional-looking slide presentations.	Technology
Introduction to Microsoft Project 2003	Experienced project manager reveals how to use the world's most popular tool for planning, implementing, and controlling projects.	Technology
Introduction to Microsoft Project 2007	Learn how to effectively plan, implement, and control projects using Microsoft Project 2007.	Technology
Introduction to Microsoft Publisher 2003	Enhance your image by learning to create stunning brochures, newsletters, and other publications.	Technology
Introduction to Microsoft Publisher 2007	In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007.	Technology
Introduction to Microsoft Visio 2003	Learn how to design professional-looking diagrams with Microsoft Visio 2003.	Technology

Introduction to Microsoft Visio 2007	Learn how to design professional-looking diagrams with Microsoft Visio 2007.	Technology
Introduction to Microsoft Word 2003	Learn how to create and modify documents with the world's most popular word processor.	Technology
Introduction to Microsoft Word 2007	Learn how to create and modify documents with the world's most popular word processor.	Technology
Introduction to Networking	Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.	Technology
Introduction to Nonprofit Management	Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.	General
Introduction to Oracle	Learn how to use the Oracle database management system to plan, organize, and manage your data.	Technology
Introduction to Outlook Express	Learn to create, send, receive, and organize e-mail and newsgroup messages using the popular Outlook Express e-mail program.	Technology
Introduction to PC Security	Security expert teaches the fundamentals of PC and network security.	Technology
Introduction to PC Troubleshooting	Learn to decipher and solve almost any problem with your PC.	Technology
Introduction to Perl Programming	Learn a programming skill that will make you a more valuable Web developer or system administrator.	Technology
Introduction to Photoshop 7	An in-depth look at the most practical features of Photoshop 7.	Technology
Introduction to Photoshop CS	Learn the basics of using Adobe Photoshop to create images and edit photos.	Technology
Introduction to Photoshop CS2	Learn how to use Photoshop to fix and process photos and create original images.	Technology
Introduction to Photoshop CS3	Learn how to use Photoshop CS3 to fix and process photos and create original images.	Technology
Introduction to PHP and MySQL	Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.	Technology
Introduction to Python 2.5 Programming	Learn the fundamentals of programming in Python with topics that include basic decisions and loops, data structures, object-oriented programming, and graphical user interfaces.	Technology
Introduction to QuickBooks 2005	Learn how to quickly and efficiently gain control over the financial aspects of your business.	Technology
Introduction to QuickBooks 2007	Learn how to quickly and efficiently gain control over the financial aspects of your business.	Technology

Introduction to SQL	Gain a solid working knowledge of the most powerful and widely used database programming language.	Technology
Introduction to the Internet	Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more.	Technology
Introduction to VBA	Learn to use VBA and Microsoft Word to create your own document automation solutions.	Technology
Introduction to Visual Basic .NET	Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET.	Technology
Introduction to Visual Basic 2005	Experienced programmer and teacher shows you how to create Windows applications using Visual Basic 2005.	Technology
Introduction to Windows Vista	Learn the important basic skills and concepts you need to take control of your Windows Vista PC.	Technology
Introduction to Windows XP	Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.	Technology
Keyboarding	Use the computer program FasType for Windows to learn the basic skills of touch-typing.	General
Keys to Effective Communication	Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.	General
Leadership	Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.	General
Making Movies with Windows XP	Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.	Technology
Managerial Accounting	(45 contact hours) This course will introduce you to managerial accounting, preparing you to make effective financial decisions at a managerial level.	General
Managing Customer Service	Become indispensable to any organization by understanding how to identify and meet customer needs.	General
Marketing Your Business on the Internet	E-commerce expert helps you develop an Internet marketing plan for your business.	Technology
Marketing Your Nonprofit	Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.	General
Mastery of Business Applications	Learn what all MBAs know--without going to the trouble of getting an MBA!	General

Mastery of Business Fundamentals	Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.	General
Math for Business and Finance	(45 contact hours) Gain the math skills that are crucial to success in the business world and to effectively managing personal finances.	General
Microsoft Excel 2003 in the Classroom	Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students.	Technology
Microsoft Excel 2007 in the Classroom	Learn the basics of Microsoft Excel 2007 in this course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom.	Technology
Microsoft PowerPoint 2003 in the Classroom	Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.	Technology
Microsoft Windows Certification Prep: Exam 70-270	Prepare to pass Microsoft exam 70-270: Installing, Configuring, and Administering Microsoft Windows XP Professional.	Technology
Microsoft Word 2003 in the Classroom	Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.	Technology
Microsoft Word 2007 in the Classroom	Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.	Technology
PC Repair Career Certificate Program	(225 contact hours) Prepare for a career in the fast-growing PC Repair field.	Technology
Performing Payroll in QuickBooks 2006	Discover the secrets to effortlessly setting up and processing your payroll.	Technology
Performing Payroll in QuickBooks 2007	Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.	Technology
Photoshop 7 for the Absolute Beginner	Learn how to get started with Photoshop 7 from a patient and helpful instructor.	Technology
Photoshop CS2 for the Digital Photographer	Unleash the full potential of Photoshop CS2 to edit and enhance your digital photographs.	Technology
Photoshop CS3 for the Digital Photographer	Learn how to use Adobe's Photoshop CS3 to edit and enhance your photographic images.	Technology
Photoshop Elements 2.0 for the Digital Photographer	Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs.	Technology
Photoshop Elements 3.0 for the Digital Photographer	Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs.	Technology

Photoshop Elements 4.0 for the Digital Photographer	Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs.	Technology
Photoshop Elements 4.0 for the Digital Photographer II	Master the most advanced features of Photoshop Elements 4.0 for Windows and take your photo editing skills to the next level!	Technology
Photoshop Elements 5.0 for the Digital Photographer	Master the secrets of correcting digital photos and bring out the best in all your photographs!	Technology
Photoshop Elements 5.0 for the Digital Photographer II	If you already know the basics of Photoshop Elements 5.0 for Windows, it's time to learn the advanced features!	Technology
Photoshop Elements Projects	Take your Photoshop Elements skills to the next level by working through 12 hands-on projects.	Technology
PMP Certification Prep 1	Begin a well-paying career as a project manager by preparing to take -and pass--the PMP certification exam.	General
PMP Certification Prep 2	Prepare to take--and pass--the Project Management Institute's PMP certification exam.	General
Principles of Marketing	(45 contact hours) Develop an insider's understanding of the purpose of marketing, learning its role in business as well as the process of market analysis and planning.	General
Project Management Applications	Experienced project manager teaches you tricks of the project management trade.	General
Project Management Fundamentals	Gain the skills you'll need to succeed in the fast-growing field of project management.	General
Purchasing Applications	Become a more effective member of your company by learning to apply advanced purchasing concepts.	General
Purchasing Fundamentals	Improve your company's bottom line by mastering the fundamentals of purchasing.	General
Ready, Set, Read!	A learning specialist shows you how to raise a successful reader and writer.	General
Six Sigma: Total Quality Applications	Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.	General
Skills for Making Great Decisions	Learn how to make excellent everyday decisions from an experienced counselor and life coach.	General
The Classroom Computer	Learn how to use the classroom computer to increase learning and motivate students.	Technology
Total Quality Fundamentals	Learn the basics of total quality management.	General

Understanding Adolescents	Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.	General
Understanding the Human Resources Function	Learn to handle basic human resource functions to ensure the best possible results.	General
Using the Internet in the Classroom	Discover how you can use the Internet to make teaching easier for you and more relevant to your students.	Technology
Wireless Networking	Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.	Technology
Workers' Compensation	Gain essential skills and a solid understanding of one of the fastest-growing areas in law.	General
Working Successfully With Learning Disabled Students	Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.	General
Writing Effective Grant Proposals	Learn to prepare grant proposals that get solid results for your favorite organization or charity.	General