

ONLINE CLASSES

INSTRUCTOR-FACILITATED ONLINE LEARNING

Welcome to the online courses at NIACC. Classes are interactive, self-paced and completely online.



Take them any time, day or night. To participate, you must have email, either Netscape or Internet Explorer and for some courses, your own copy of the software.

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. Each course comes equipped with a patient and caring instructor, lively discussions with your fellow students and plenty of practical information that you can put to immediate use.

Start Dates:

A new section of every course will begin on Sep 16, Oct 21, Nov 18, and Dec 16.

How to Get Started:

1. Visit our Online Instruction Center www.ed2go.com/niacc
2. Click the [Courses](#) link, once you choose the department and course title you are interested in, select the [Enroll Now](#) button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom. (Please read instructions carefully for choosing a password).
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 username and password you selected during enrollment.

Internet

Navigating the Internet
Achieving Top Search Engine Positions
Introduction to Microsoft Outlook 2007
Introduction to Microsoft Outlook 2003
Learn to Buy and Sell on eBay
Start Your Own eBay Drop Off Store

Web Page Design

Creating Web Pages
Creating Web Pages II
Introduction to CSS and XHTML
Intermediate CSS and XHTML
Designing Effective Websites
Introduction to Dreamweaver 8
Introduction to Flash 8
Introduction to Microsoft FrontPage 2003
Achieving Top Search Engine Positions
Introduction to Flash MX 2004
Introduction to Dreamweaver MX 2004
Introduction to Dreamweaver CS3
Intermediate Dreamweaver CS3
Creating a Classroom Web Site

Web Graphics & Multimedia

Introduction to CorelDRAW X3
Introduction to Flash 8
Introduction to Flash MX 2004
Imaging for the Web Using Fireworks MX 2004
Drawing for the Absolute Beginner
Creating Web Graphics with Photoshop CS3

Web & Computer Programming

Introduction to ASP.NET
Introduction to PHP and MySQL
Intermediate PHP and MySQL
Introduction to JSP Programming
Introduction to Java Programming
Intermediate Java Programming
Introduction to Alice 2.0 Programming
Introduction to Python 2.5 Programming
Introduction to C++ Programming
Introduction to C# Programming
Intermediate C# Programming
Introduction to Perl Programming
Introduction to Visual Basic 2005
Intermediate Visual Basic 2005
Introduction to Visual Basic .NET
Intermediate Visual Basic .NET
Introduction to Ruby Programming
Intermediate Visual Basic 2008

Basic Computer Literacy

Introduction to Windows Vista
Computer Skills for the Workplace
Keyboarding
Navigating the Internet
Introduction to Windows XP
Introduction to Linux
101 Tips and Tricks for the iMac and Macintosh

Computer Applications

What's New In Microsoft Office 2007
Introduction to Microsoft Word 2007
Introduction to Microsoft Excel 2007
Introduction to Microsoft Access 2007
Introduction to Microsoft Word 2003
Intermediate Microsoft Word 2003
Intermediate Microsoft Word 2007
Advanced Microsoft Word 2003
Introduction to Microsoft Excel 2003
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2007
Advanced Microsoft Excel 2003
Introduction to Microsoft Access 2003
Intermediate Microsoft Access 2003
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft PowerPoint 2003
Introduction to Microsoft Visio 2007
Introduction to Microsoft Visio 2003
Introduction to Microsoft Project 2007
Introduction to Microsoft Project 2003
Introduction to Microsoft Outlook 2007
Introduction to Microsoft Outlook 2003

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Introduction to QuickBooks 2007
 QuickBooks 2007 for Contractors
 QuickBooks 2006 for Contractors
 Performing Payroll in QuickBooks 2009
 Performing Payroll in QuickBooks 2007
 Introduction to Crystal Reports 10
 Introduction to Microsoft Publisher 2007
 Introduction to Microsoft Publisher 2003
 Introduction to QuickBooks 2008
 Introduction to Microsoft Office Accounting Professional 2008
 Introduction to Peachtree Accounting 2009
 Introduction to InDesign CS3
 Intermediate Microsoft Access 2007
 QuickBooks 2009 for Contractors

Graphic Design

Design Projects for Adobe Illustrator CS2
 Introduction to Illustrator CS3
 Introduction to CorelDRAW X3
 Introduction to Photoshop CS2
 Introduction to Photoshop CS3
 Intermediate Photoshop CS3
 Intermediate Photoshop CS2
 Creating Web Graphics with Photoshop CS3
 Photoshop Elements 5.0 for the Digital Photographer
 Photoshop CS3 for the Digital Photographer
 Photoshop CS2 for the Digital Photographer
 Introduction to Adobe FrameMaker 7.1
 Photoshop 7 for the Absolute Beginner
 Introduction to InDesign CS3
 Introduction to Photoshop CS4

PC Troubleshooting, Networking & Security

Introduction to PC Troubleshooting
 Introduction to PC Security
 Advanced PC Security
 Creating a Home Network
 Creating a Small Office Network
 Wireless Networking
 Introduction to Networking
 Intermediate Networking

Computer Programming & Database Management

Introduction to Database Development
 Introduction to SQL
 Introduction to Oracle
 Intermediate Oracle
 Introduction to Microsoft Access 2007
 Introduction to Microsoft Access 2003
 Intermediate Microsoft Access 2003
 Intermediate Microsoft Access 2007
 Introduction to Crystal Reports 10
 Introduction to ASP.NET
 Introduction to PHP and MySQL
 Introduction to the Game Industry
 Creating User Requirements Documents
 Introduction to Alice 2.0 Programming
 Introduction to C++ Programming
 Introduction to C# Programming
 Intermediate C# Programming
 Introduction to Perl Programming
 High Speed Project Management
 Introduction to Visual Basic 2005
 Intermediate Visual Basic 2005
 Introduction to Visual Basic .NET
 Intermediate Visual Basic .NET
 Introduction to Visual Basic 2008
 Intermediate Visual Basic 2008

Certificate Prep

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

Digital Photography & Digital Video

Making Movies with Windows XP
 Discover Digital Photography
 Secrets of Better Photography
 Photoshop Elements 5.0 for the Digital Photographer
 Photoshop Elements 5.0 for the Digital Photographer II
 Photoshop CS3 for the Digital Photographer
 Photoshop CS2 for the Digital Photographer
 Photographing People with your Digital Camera
 Introduction to Photoshop CS2
 Introduction to Photoshop CS3
 Intermediate Photoshop CS3
 Intermediate Photoshop CS2
 Photoshop Elements 6.0 for the Digital Photographer

Photoshop Elements 6.0 for the Digital Photographer II
 Photoshop Elements 4.0 for the Digital Photographer
 Photoshop Elements 4.0 for the Digital Photographer II
 Photoshop Elements 3.0 for the Digital Photographer
 Travel Photography for the Digital Photographer
 Photoshop Elements 7 for the Digital Photographer
 Photographing Nature with Your Digital Camera

Languages

Speed Spanish
 Speed Spanish II
 Speed Spanish III
 Instant Italian
 Beginning Conversational French
 Writing for ESL
 Grammar for ESL
 An Introduction to Teaching ESL/EFL
 Beginning Braille Transcription
 Intermediate Braille Transcription
 Conversational Japanese

Writing Courses

Beginning Writer's Workshop
 Romance Writing Secrets
 Writing for Children
 Mystery Writing
 Write Fiction Like a Pro
 Advanced Fiction Writing
 Grammar Refresher
 Writeriffic: Creativity Training for Writers
 Writeriffic 2: Advanced Creativity Training for Writers
 Effective Business Writing
 Writing for ESL
 The Craft of Magazine Writing
 Fundamentals of Technical Writing
 Writing Great Technical Documents
 The Keys to Effective Editing
 Business Marketing Writing
 Write Your Life Story
 Beginner's Guide to Getting Published
 Travel Writing
 A Writer's Guide to Descriptive Settings
 Pleasures of Poetry
 Research Methods for Writers
 Introduction to Journaling
 Publish It Yourself: How to Start and Operate Your Own Publishing Business
 Forensic Science for Writers
 Introduction to Internet Writing Markets
 Resume Writing Workshop
 Becoming a Grant Writing Consultant

Entertainment Industry

Marketing Tools for Actors
 Music Made Easy
 Get Paid to Travel
 Breaking Into Sitcom Writing

Grant Writing & Nonprofit Management

Starting a Nonprofit
 Introduction to Nonprofit Management
 Marketing Your Nonprofit
 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

Business Planning & Entrepreneurial

Creating a Successful Business Plan
 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
 Beginning Braille Transcription
 Intermediate Braille Transcription
 Start Your Own eBay Drop Off Store
 Start Your Own Small Business
 Business Law for the Small Business Owner
 Start Your Own Arts and Crafts Business

Sales & Marketing

Professional Sales Skills
 Effective Selling
 Business Marketing Writing
 Principles of Sales Management
 Marketing Your Business on the Internet
 Managing Customer Service

Accounting

Accounting Fundamentals
 Accounting Fundamentals II
 Creating a Successful Business Plan
 QuickBooks 2007 for Contractors
 QuickBooks 2006 for Contractors
 Performing Payroll in QuickBooks 2009
 Performing Payroll in QuickBooks 2007
 Performing Payroll in QuickBooks 2006
 Introduction to QuickBooks 2008
 Introduction to Microsoft Office Accounting Professional 2008
 Introduction to Peachtree Accounting 2009

Business Administration & Management

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
 Managing Customer Service
 Distribution and Logistics Management
 Supply Chain Management Fundamentals
 Supply Chain Management Applications
 High Speed Project Management
 Successful Construction Business Management
 Principles of Sales Management
 Manufacturing Fundamentals
 Manufacturing Applications

Test Prep

PMP Certification Prep 1
 PMP Certification Prep 2
 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 & Career Development

Grammar Refresher
 Computer Skills for the Workplace
 Effective Business Writing
 Administrative Assistant Fundamentals
 Become a Veterinary Assistant
 Mastery of Business Fundamentals
 Get Assertive!
 Merrill Ream Speed Reading 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
 Get Funny!
 Individual Excellence: Secrets of Career Success
 Introduction to Journaling
 Twelve Steps to a Successful Job Search
 Everyday Math
 Resume Writing Workshop
 Skills for Making Great Decisions
 Become a Physical Therapy Aide
 Become an Optical Assistant
 Homeschool With Success

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Personal Finance & Wealth Building

Real Estate Investing
 Real Estate Investing II: Financing Your Property
 Debt Elimination Techniques That Work
 Keys to Successful Money Management
 Where Does All My Money Go?
 Personal Finance
 Stocks Bonds and Investing: Oh My!
 The Analysis and Valuation of Stocks
 Introduction to Stock Options

Health Care, Nutrition & Fitness

Medical Terminology: A Word Association Approach
 Human Anatomy and Physiology
 Luscious Low-Fat Lightning-Quick Meals
 Introduction to Natural Health and Healing
 Handling Medical Emergencies
 Outdoor Survival Techniques
 Assisting Aging Parents
 Legal Nurse Consulting
 Medical Coding
 HIPAA Compliance
 Become a Physical Therapy Aide
 Become an Optical Assistant
 Genealogy Basics

Personal Enrichment

Wine Appreciation for Beginners
 Goodbye to Shy
 Healing Through 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
 Skills for Making Great Decisions
 Medical Coding
 Travel Photography for the Digital Photographer

Child Care & Parenting

Ready Set Read!
 Guided Reading: Strategies for the Differentiated Classroom
 Enhancing Language Development in Childhood
 Understanding Adolescents
 Guiding Kids on the Internet
 Working Successfully With Learning Disabled Students
 Home School With Success
 Music Made Easy

Art, History, Psychology & Literature

Enjoying European Art Online
 Drawing for the Absolute Beginner
 Theme Park Engineering
 Everyday Math
 Introduction to Algebra

Law & Legal Careers

Employment Law Fundamentals
 Workers' Compensation
 Introduction to Criminal Law
 Introduction to Criminal Law II
 Evidence Law
 Real Estate 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
 Business Law for the Small Business Owner

Veterinary Medicine

Become a Veterinary Assistant
 Become a Veterinary Assistant II: Canine Reproduction
 Become a Veterinary Assistant III: Practical Skills

Teaching Professionals

Solving Classroom Discipline Problems
 Survival Kit for New Teachers
 Ready Set Read!
 Teaching Science: Grades 4-6
 Teaching Math: Grades 4-6
 The Creative Classroom
 An Introduction to Teaching ESL/EFL
 The Classroom Computer
 Using the Internet in the Classroom
 Differentiated Instruction in the Classroom
 Integrating Technology in the Classroom
 Microsoft Excel 2003 in the Classroom
 Microsoft Word 2007 in the Classroom
 Microsoft Word 2003 in the Classroom
 Microsoft Excel 2007 in the Classroom
 Creating a Classroom Web Site
 Microsoft PowerPoint 2003 in the Classroom
 Creating K-12 Learning Materials
 Enhancing Language Development in Childhood
 Understanding Adolescents
 Guiding Kids on the Internet
 Working Successfully With Learning Disabled Students
 Solving Classroom Discipline Problems II
 Teaching Writing: Grades 4-6
 Creating the Inclusive Classroom: Strategies for Success
 Singapore Math Strategies: Model Drawing for Grades 1-6
 Guided Reading and Writing: Strategies for Maximum Student Achievement
 Teaching Students With Autism: Strategies for Success
 Response to Intervention: Reading Strategies That Work
 Easy Classroom Podcasting
 Microsoft PowerPoint 2007 in the Classroom
 Practical Ideas for the Adult ESL/EFL Classroom
 Teaching ESL/EFL Reading
 Building Teams That Work

Health Education

Mandatory Reporting

To register for the classes below: www.niacc.edu/online/index.html

Return to Table of Contents

www.niacc.edu/continuinged/

Registration Form