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Your Community College

Online Courses Catalogue

Our online courses are open to everyone!

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24/7 access



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Learn from the comfort of home!



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Online learning anytime, anywhere ... just a click away!

100's of courses to choose from, all courses:

- 6 week duration
- Include 12 lessons
- Expert Instructor facilitation
- Include engaging activities & projects
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- **Only \$170 or \$145 Seniors (NSW Seniors Card)**

Program Areas:

- Business & Career Ideas... p 3 & 4
- Personal Dev' & enrichment... p4
- Digital Photography... p5
- Languages... p5
- Art, History, Maths... p5
- Personal Finance... p6
- Health Care... p6
- Teaching... p6
- Writing... p7
- Computers, Web... p 8 & 9

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Online learning anytime, anywhere ... just a click away!

Welcome

www.eaec.edu.au (online learning)

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.

Most courses run for six weeks (with a ten-day 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.

Start Dates:

All courses start on the same day once a month.

Start dates for 2010:

21 July / 18 Aug / 15 Sept / 20 Oct / 10 Nov / 8 Dec

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:

1. Visit our Online Instruction Center:

www.eaec.edu.au (online learning)

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.

Online learning anytime, anywhere ... just a click away!

Eurobodalla Adult Education Centre

Online Learning

Instructor-Facilitated

Online Courses

Learn Office 2007
in Six Weeks From the
Comfort of Home

**Office 2007 Courses**

"...I really feel I
have grown
and have a better
knowledge
of Excel
2007..."

**Enroll Now!**

Visit us for more details!

www.eaec.edu.au (online learning)

or call:

(02) 44729202**Intro to Microsoft Word 2007**

Learn how to create and modify documents in Word 2007, the most popular word-processing program available.

Intro to Microsoft Excel 2007

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint 2007

Learn to create impressive slide presentations filled with visually stimulating elements.

Intro 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.

Intro to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Visit our [Online Instruction Center](#) to find more courses!

www.eaec.edu.au (online learning) |

BUSINESS COURSES

Accounting Fundamentals

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

Administrative Assistant Fundamentals

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

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Principles of Sales Management

Master the art of managing sales teams from a sales pro.

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results.

Employment Law Fundamentals

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

Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

Fundamentals of Supervision and Management

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

High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

Business and Marketing Writing

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

START YOUR OWN BUSINESS

Learn to Buy and Sell on eBay

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

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

Start Your Own eBay Drop Off Store

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

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Creating a Successful Business Plan

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

NONPROFITS

Starting a Nonprofit

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

Introduction to Nonprofit Management

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

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.

CAREER IDEAS

Get Paid to Travel

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

Fundamentals of Technical Writing

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

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

PERSONAL DEVELOPMENT

Listen to Your Heart, and Success Will Follow

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

Twelve Steps to a Successful Job Search

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

Individual Excellence

Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

Leadership

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

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

Merrill Ream Speed Reading

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

PERSONAL ENRICHMENT

Get Assertive!

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

Goodbye to Shy

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

Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others.

Achieving Success with Difficult People

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

Healing Through Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results.

Keys to Effective Communication

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

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

DIGITAL PHOTOGRAPHY

Discover Digital Photography

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

Photoshop Elements I and II are 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

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

Photographing People With Your Digital Camera

Expert shows you how to take beautiful pictures of adults, children, and babies.

FAMILY & FRIENDS

**Luscious, Low-Fat,
Lightning-Quick Meals**
Discover how easy it can be to prepare meals that are both delicious and nutritious!

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

Enhancing Language Development in Childhood

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

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

Get Paid to Travel

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

LANGUAGES

Speed Spanish I 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

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

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

Conversational Japanese

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.

ART, HISTORY, MATH, & MORE

Everyday Math

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

Introduction to Algebra

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

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Math: Grades 4-6

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

PERSONAL FINANCE

Listen to Your Heart, and Success Will Follow

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

Convenient, Affordable, and Effective.

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

Introduction to Stock Options

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

Keys to Successful Money Management

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

Introduction to Microsoft Excel

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

HEALTH CARE

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Human Anatomy and Physiology

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Introduction to Natural Health and Healing

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

TEACHING

Teaching Writing: Grades 4-6

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

Teaching Math: Grades 4-6

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

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

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students.

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.

Creating a Classroom Web Site

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

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Integrating Technology in the Classroom

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

Creating the Inclusive Classroom: Strategies for Success

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!

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

Microsoft Excel in the Classroom

Discover how Excel can help you improve your effectiveness as a teacher.

TEACHING (cont.)

Microsoft Word 2007 in the Classroom

Microsoft PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Teaching Students With Autism: Strategies for Success

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

Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Working Successfully With Learning Disabled Students

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

WRITING

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

Grammar Refresher

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

Write Your Life Story

Give your family and friends an inspirational autobiography.

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

Write Fiction Like a Pro

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

The Craft of Magazine Writing

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

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

Fundamentals of Technical Writing

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

A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

Forensic Science For Writers

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

Beginning Writer's Workshop

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

Travel Writing

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

Effective Business Writing

Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Writing for Children

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

BASIC COMPUTER LITERACY

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look.

Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

Computer Skills for the Workplace

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

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

COMPUTER APPLICATIONS

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Intermediate Microsoft Word

Take advantage of Word's publishing capabilities to create eye-catching documents.

Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Introduction to Microsoft Access (Intermediate course available)

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Excel (Intermediate course available)

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Advanced Microsoft Excel

Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

Introduction to Microsoft Outlook

Communicate and manage information better and faster.

Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

Introduction to Microsoft Visio

Learn how to design professional-looking diagrams with Microsoft Visio.

Introduction to Microsoft Office Accounting Professional

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting

Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

Introduction to Illustrator CS3

In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

Introduction to Photoshop

Learn the basics of using Adobe Photoshop to create images and edit photos.

Intermediate Photoshop CS3 (CS2 intermediate course available)

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Introduction to CorelDraw

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Adobe InDesign CS3

You'll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

WEB DESIGN & WEB PROGRAMMING

Intermediate Dreamweaver

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

Creating Web Pages

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

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Creating Web Graphics with Photoshop CS3

Learn how to use Photoshop to create graphics for the Web.

Introduction to Flash

Learn how to create exciting interactive animations from a working Flash designer and author.

Drawing for the Absolute Beginner

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

Creating a Classroom Web Site

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

Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

High-Speed Project Management

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

COMPUTER PROGRAMMING

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming (Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database.

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.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

COMPUTER PROGRAMMING

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

CERTIFICATION PREP

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).

CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

NETWORKING/ TROUBLESHOOTING

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to Networking (Intermediate course available)

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks.

NEW RELEASES

Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

NEW RELEASES

What's New in Microsoft Office 2007

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Easy Classroom Podcasting

In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

Making Age an Asset in Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

Intermediate Microsoft Word 2007

Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photoshop Elements 7 for the Digital Photographer

In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images!

Introduction to Visual Basic 2008

Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.