excellence-commitment inc.

"integrating excellence through the power of commitment"

Online Course Catalog
&
Instruction Manual

2005

Instructor-Facilitated Online Learning

Every course on this page includes expert assistance. All can be taken from the convenience of your home or office.

Welcome!

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. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

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 and at any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:

  www.e-commit.com/course-catalog

2. Click the *Orientation* link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.

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 name and password you selected during orientation.

Start Dates:

A new section of every course in this catalog will begin on the following dates: **Jun 15**, **Jul 20**, and **Aug 17**.

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Business Courses

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. $79.

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. $79.

Customer Service Fundamentals
Become indispensable to any organization by understanding how to identify and meet customer needs. $79.

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales. $79.

Building an Ethical Business
Give your business an advantage by building a strong and just foundation. $79.

Principles of Sales Management
Master the art of managing sales teams from a sales pro. $79.

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by practicing expert management. $79.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. $79.

Distribution and Logistics Management
Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction. $79.

Business Courses

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. $79.

Project Management Fundamentals
Gain the skills you'll need to succeed in the fast-growing field of project management. $79.

PMP Certification Prep 1
Prepare to take--and pass--the PMP certification exam. Course 1 of 2. $99.

Total Quality Fundamentals
Give yourself a strong foundation in total quality management. $79.

Introduction to Business Analysis
Master powerful techniques to improve your decision-making skills at work. $79.

Managing Technology
Deliver results on time and on budget by monitoring and controlling technology projects. $79.

Managing Technical Professionals
Build vital leadership skills to attract, retain, and inspire top-notch technical professionals. $79.

Hire Smart
Develop recruiting techniques that will help you hire the best people. $79.

Understanding the Human Resources Function
Learn to handle human resource functions to ensure the best possible results. $79.

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. $79.

Visit **www.e-commit.com** and select the online courses tab to learn more.

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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. $79.

Secrets of the Caterer
   Learn cooking and business secrets from a professional caterer. $79.

Wow, What a Great Event!
   Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. $79.

Growing Plants for Fun and Profit
   An industry professional teaches you everything you need to prosper in the backyard nursery business. $79.

Publish It Yourself: How to Start and Operate Your Own Publishing Business
   Convert manuscripts into income by producing and selling books like the pros. $79.

Start Your Own Consulting Practice
   Find out how you can earn income by sharing your training or knowledge with others. $79.

Start and Operate your own Home-Based Business
   An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. $79.

Creating a Successful Business Plan
   Turn your business ideas into a solid plan for financing and long-term success. $79.

Business Planning for the Retired
   Learn business planning basics and overcome the challenges of starting a business later in life. $79.

Grant Writing/Nonprofits

Introduction to Nonprofit Management
   Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors. $79.

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. $79.

Get Grants!
   Learn how to develop successful, fundable grants from experts in the field. $79.

A to Z Grantwriting
   Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. $79.

Writing Effective Grant Proposals
   Learn to prepare grant proposals that get solid results for your favorite organization or charity. $79.

Advanced Grant Proposal Writing
   Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. $79.

Becoming a Grant Writing Consultant
   Increase your income while working from home by starting a grant writing consulting business. $79.

Research Methods for Writers
   Learn the most efficient and effective methods to conduct research for any writing project. $79.

Career Ideas

Become a Veterinary Assistant
   Practicing veterinarian prepares you to work in a veterinary office or hospital. $79.

Real Estate Investing
   Build and protect your wealth by investing in real estate. $79.

Get Paid to Travel
   Learn everything you need to start your new and exciting career as a professional tour director. $79.

Caring for Children
   Prepare for a rewarding career as a child care professional. $79.

Fundamentals of Technical Writing
   Learn the skills you need to succeed in the well-paying field of technical writing. $79.

Introduction to Criminal Law
   An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them. $79.

Legal Nurse Consulting
   Begin a new career by helping attorneys understand and resolve medical cases and claims. $79.

Paralegal Certificate Program 1
   Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6). $199.

Introduction to the Game Industry
   Leading game designer prepares you for a career in game development, design, and production. $79.

Theme Park Engineering
   Get a behind-the-scenes look at your favorite parks from the person who engineers their top attractions. $79.

Visit **www.e-commit.com** and select the online courses tab to learn more.

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Career 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. $79.

Resume Writing Workshop
   Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. $79.

Hidden Market Job Search Strategies
   Create new career opportunities by learning how to market yourself as the solution to any employer's staffing problem. $79.

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. $79.

Individual Excellence: Secrets of Career Success
   Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $79.

Leadership
   Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $79.

High Powered Communication
   Master the five critical factors of highly effective communication used by all skilled communicators. $79.

Merrill Ream Speed Reading
   Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. $79.

Personal Enrichment

Get Assertive!
   Find out how you can stop others from intimidating you or treating you poorly. $79.

Goodbye to Shy
   Become more confident in social, professional, and romantic situations. $79.

Get Funny!
   Use humor to disarm, befriend, motivate, inspire, and inform others. $79.

Conquer Your Stress
   Learn a variety of fun exercises to shift your mind and body from stress and anxiety to joy and peace. $79.

Achieving Success with Difficult People
   Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. $79.

The Magic of Hypnosis
   Learn to use hypnotic suggestion on yourself and others with amazing results. $79.

Keys to Effective Communication
   Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. $79.

Handling Medical Emergencies
   Every second counts during a medical emergency. Learn how to respond if someone needs your help. $79.

Outdoor Survival Techniques
   Learn the essential skills you will need to survive in a remote or stranded condition. $79.

Test Prep

GED Preparation
   Want to pass the GED? This course will help you develop the skills you'll need to succeed. $79.

Prepare for the GED Language Arts, Writing Test
   Prepare for the GED test on language arts and writing. $79.

Prepare for the GED Math Test
   Master the skills you'll need to pass Test 5 in the GED test series. $79.

SAT Preparation - Part 1
   Get your best possible score on the verbal and reasoning sections of the new SAT exam. $79.

SAT 2005 Preparation - Part 2
   Do your best on the quantitative section of the new SAT. $79.

GMAT Preparation
   Discover powerful test-taking techniques and methods for improving your score on the GMAT. $79.

GRE Preparation - Part 1
   Discover powerful strategies for success in the verbal and analytical sections of the GRE. $79.

GRE Preparation - Part 2
   Learn a variety of useful techniques for tackling the math section of the GRE. $79.

LSAT Preparation - Part 1
   Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $79.

LSAT Preparation - Part 2
   Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers. $79.

Visit **www.e-commit.com** and select the online courses tab to learn more.

Instructor-Facilitated Online Learning

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Digital Photography

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment. $79.

Photoshop Elements for the Digital Photographer
Learn to edit digital images to correct or repair deficiencies and bring out the best in all your photographs. $79.

Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all situations. $79.

Mastering Digital Photography: Photographing People
Expert shows you how to take beautiful pictures of adults, children, and babies. $79.

Entertainment

Marketing Tools for Actors
A working casting director teaches effective strategies to secure film and television work. $79.

Your Screenwriting Career
Learn how to write and sell professional-quality screenplays from a Hollywood veteran. $79.

Songwriting Success
A professional songwriter and recording artist teaches you how to generate extra income by selling the songs you write. $79.

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music. $79.

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you've always dreamed you could be! $79.

Languages

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time. $79.

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business. $79.

Beginning Braille
Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind. $79.

Grammar for ESL
If English is your second language, this course will teach you the principles you'll need to succeed. $79.

Art, History, Math, & More

Enjoying European Art Online
An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. $79.

History of Women Writers
Discuss the influences of history on women writers and their works. $79.

Jungian Psychology
Thought-provoking exploration of human nature, symbolism, dreams, and artistic expression. $79.

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. $79.

Great Themes in Philosophy
Follow in the footsteps of the great philosophers in this lively discussion of human thought and conduct. $79.

Family & Friends

Luscious, Low-Fat, Lightning-Quick Meals
Discover how easy it can be to prepare meals that are both delicious and nutritious! $79.

Wine Appreciation for Beginners
Master and enjoy the secrets of fine wine. $79.

Film Literacy
Gain an appreciation of the filmmaker's art. Find deeper meaning in any filmed story. $79.

Genealogy Basics
Begin an exciting and fascinating exploration of your roots. $79.

Assisting Aging Parents
Be prepared to handle the challenges of aging, while learning to cherish the transition. $79.

Solving Discipline Problems at Home
Experienced classroom teacher divulges quick and effective ways to ensure responsible behavior. $79.

Enhancing Language Development in Childhood
Enrich the lives of your children by helping them become proficient speakers and thinkers. $79.

Creating a Healthier Home
Learn what you can do to minimize health risks related to the quality of the air in your home. $79.

Parenting: The First Five Years
Enjoy your children more while paving the way for their future academic success. $79.

Understanding Adolescents
Unlock the secrets of the adolescent mind to improve relations. $79.

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Personal Finance

Real Estate Investing
Build and protect your wealth by investing in real estate. $79.

Debt Elimination Techniques That Work
Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. $79.

Where Does All My Money Go?
Learn how to get control of your money once and for all. $79.

Buy or Lease Your Car Like a Pro
Experienced car salesman teaches you how to save thousands. $79.

Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $79.

Stocks, Bonds, and Investing: Oh, My!
Make wise investment decisions so you have enough to live comfortably through your retirement. $79.

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step-by-step how to research and value stocks. $79.

Build Your Own Mutual Fund for Pennies
Build and manage your own personal mutual fund and keep the management fees for yourself. $79.

Introduction to Stock Options
Learn how stock options can help you profit in any type of market. $79.

Online Investing
Harness the power of the Internet to make sound and knowledgeable online investment decisions. $79.

Law & Legal Careers

Introduction to Criminal Law
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals. $79.

Evidence Law
Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial. $79.

Criminal Procedure: From Arrest to Appeal
Step inside the day-to-day world of detectives, prosecutors and defense attorneys with this in-depth look at criminal procedure. $79.

Demystifying Forensic Science: A Writer's Guide
Learn the secrets behind forensic science and add a new level of depth and marketability to your fiction. $79.

Constitutional Law: Bill of Rights
Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.$79.

Legal Nurse Consulting
If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims. $79.

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. $79.

Paralegal Certificate Program 1
Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6). $199.

LSAT Preparation - Part 1
Learn about law school entrance procedures and improve your test-taking skills. $79.

Health Care

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. $79.

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital. $79.

Become a Veterinary Assistant II: Canine Reproduction
Manage the entire canine breeding cycle, from assessing the health of parents to puppy care. $79.

Food and Fitness to Fight Cancer
Improve your health and decrease your risk of cancer by adding sound principles to your daily life. $79.

Introduction to Natural Health and Healing
Promote wellness, balance, and health in all aspects of your life. $79.

Certificate in Complementary and Alternative Medicine
(27 contact hours) Gain a broad understanding of alternative health care options. $199.

Certificate in Spirituality, Health, and Healing
(22 contact hours) Recognize the impact spiritual values and beliefs have on health and healing. $149.

Certificate in End of Life Care
(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses. $189.

Certificate in Gerontology
(26 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population. $189.

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Teaching

Ready, Set, Read!
   Learning specialist shows you how to develop successful readers and writers. $79.

Enhancing Language Development in Childhood
   Enrich the lives of children by helping them become proficient speakers and thinkers. $79.

Solving Classroom Discipline Problems
   Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $79.

Big Ideas in Little Books
   Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $79.

Correcting Oral and Written Errors
   Learn to speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct. $79.

The Classroom Computer
   Learn how to use the classroom computer to increase learning and motivate students. $79.

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. $79.

PowerPoint in the Classroom
   Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. $79.

Creating Web Pages
   Learn the basics of HTML so you can design, create, and post your very own site on the Web. $79.

Writing

Writeriffic: Creativity Training for Writers
   Banish writer's block forever with these tricks from the published writer's toolbox. $79.

Grammar Refresher
   Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $79.

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. $79.

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. $79.

Pleasures of Poetry
   This course will help you create your best possible work, whether youÆre looking to be published or simply wish to craft beautiful poems for friends. $79.

Beginner's Guide to Getting Published
   Published writer shows you how to give yourself the credibility you need to get your works published. $79.

Crafting Your Short Fiction
   Learn how to write and sell terrific short stories from a published author and English professor. $79.

Write Like a Pro
   Hollywood author teaches you how professional writers use story outlines to structure any type of story. $79.

Write Your Life Story
   Give your family and friends an inspirational autobiography. $79.

Writing

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. $79.

Research Methods for Writers
   Learn the most efficient and effective methods to conduct research for any writing project. $79.

Fundamentals of Technical Writing
   Learn the skills you need to succeed in the well-paying field of technical writing. $79.

Creating a Sense of Place
   Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. $79.

Demystifying Forensic Science: A Writer's Guide
   Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. $79.

Effective Business Writing
   Develop powerful written documents that draw readers in and keep them motivated to continue to the end. $79.

Business Marketing Writing
   Write great marketing copy to improve your company's image and your chances of getting hired or promoted. $79.

Travel Writing
   Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. $79.

Introduction to Internet Writing Markets
   A professional writer helps you discover a wide variety of new markets for your written work. $79.

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Basic Computer Literacy

Keyboarding
   Use the computer program FasType for Windows to learn the basic skills of touch-typing. $79.

Introduction to the Internet
   Master the ins and outs of the Internet with this informative behind-the-scenes look. $79.

Introduction to Windows XP
   Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more. $79.

Windows File & Disk Management
   Learn to organize and maintain your hard disk so you can find, delete, rename, and copy files. $79.

101 Tips and Tricks for the iMac and Macintosh
   An experienced instructor shows you how to become a more productive Mac user. $79.

Working With Your Macintosh
   Your Macintosh comes out of the box with everything you could ever need in a computer. This course will show you how to use it all. $79.

Using AppleWorks
   Learn expert techniques and time-saving tips for creating documents, images, spreadsheets, databases, and slide shows with this powerful program. $79.

Computer Skills for the Workplace
   Gain a working knowledge of the computer skills you'll need to succeed in today's job market. $79.

Introduction to Outlook Express
   Learn to create, send, receive, and organize e-mail and newsgroup messages using the popular Outlook Express e-mail program. $79.

Computer Applications

Introduction to Microsoft Word 2003
   Learn how to create and modify documents with the world's most popular word processor. $79.

Intermediate Microsoft Word 2003
   Take advantage of Word 2003's publishing capabilities to create eye-catching documents. $79.

Advanced Microsoft Word 2003
   Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more. $79.

Introduction to Microsoft Access 2003
   Learn how to store, locate, print, and automate access to all types of information. $79.

Intermediate Microsoft Access 2003
   Learn to solve real-world business problems with Access 2003. $79.

Introduction to Microsoft Excel 2003
   Discover the secrets to setting up fully formatted worksheets quickly and efficiently. $79.

Intermediate Microsoft Excel 2003
   Work faster and more productively with Excel's most powerful tools. $79.

Introduction to Microsoft PowerPoint 2003
   Build impressive slide presentations filled with text, images, video, audio, charts, and more. $79.

Introduction to Microsoft Publisher
   Create brochures, newsletters, and Web sites with ease. $79.

Introduction to Microsoft Outlook 2003
   Harness the communication and information management power of Microsoft Office Outlook 2003. $79.

Computer Applications

Introduction to QuickBooks
   Learn how to quickly and efficiently gain control over the financial aspects of your business. $79.

Performing Payroll in QuickBooks
   Discover the secrets to effortlessly setting up and processing your payroll. $79.

QuickBooks for Contractors
   Harness the power of QuickBooks Premier Contractor Edition for increased success. $79.

Design Projects for Adobe Illustrator
   Learn the basics of Adobe Illustrator with design projects that let you practice as you learn. $79.

Photoshop for the Absolute Beginner
   Learn how to get started with Photoshop 7 from a patient and helpful instructor. $79.

Introduction to PrintShop Deluxe
   Designer helps you create beautiful greeting cards, stationary, brochures, signs, certificates, calendars, and other projects you can use immediately. $79.

Introduction to QuarkXPress for Windows
   Master the fundamentals of graphic design using the industry standard tool for desktop publishing. $79.

Introduction to Oracle
   Learn how to use the Oracle database management system to plan, organize, and manage your data. $79.

Quicken for Windows
   Get a handle on your personal finances, budget, credit cards, investments, loans, and more. $79.

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Web Design

Creating Web Pages
   Learn the basics of HTML so you can design, create, and post your very own site on the Web. $79.

Introduction to Dreamweaver MX 2004
   Harness the broad range of capabilities Macromedia Dreamweaver MX 2004 brings to Web development. $79.

Introduction to Microsoft FrontPage 2003
   Find out how FrontPage makes it easy to create and upload professional Web sites without programming. $79.

Designing Effective Websites
   Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective. $79.

Imaging for the Web Using Fireworks MX 2004
   Tap into the power of Fireworks MX 2004 to create dynamic Web graphics. $79.

Creating Web Graphics with Paint Shop Pro 9
   Learn to use Paint Shop Pro 9 to create, edit, and optimize stunning Web images, icons, logos, backgrounds, animations, and more. $79.

Achieving Top Search Engine Positions
   Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines. $79.

Introduction to Flash
   Learn how to develop rich and interactive Web media from a pair of top Flash developers. $79.

Web Programming

Introduction to Macromedia Director MX 2004
   Director skills are in high demand. Learn to create learning applications, demos, games, interactive Web sites, and more. $79.

CGI Programming for the Web
   Learn how to make your Web site fun, interactive, and informative with cookies, forms, autoresponders, and more. $79.

Java for the Absolute Beginner
   An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. $79.

Introduction to Java 2 Programming
   Learn the programming fundamentals required to help you create and integrate Java applets to your web site. $79.

Intermediate Java 2 Programming
   Learn how to write Java programs and gain a fuller understanding of the concepts behind object-oriented programming. $79.

Introduction to JSP Programming
   Become proficient in the programming language that powers many of today's top Web sites. $79.

JavaScript Programming for the Web
   Learn how to spiff up your Web pages with mouseovers, popups, alerts, scrolling messages, forms, and more. $79.

Introduction to XML
   Gain valuable and marketable experience with one of the most popular and important of all emerging Web technologies. $79.

Computer Programming

C++ for the Absolute Beginner
   Learn to program in C++, even if you have no prior programming experience! $79.

C# Programming for the Absolute Beginner
   Learn the fundamentals of computer programming with the new C# programming language. $79.

Introduction to Visual Basic .NET
   Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET. $79.

Introduction to SQL
   Gain a solid working knowledge of the most powerful and widely used database programming language. $79.

Introduction to Database Development
   An experienced professional guides you through a structured approach to database design and development. $79.

Introduction to Perl Programming
   Learn a programming skill that will make you a more valuable Web developer or system administrator. $79.

Introduction to the Game Industry
   Leading game designer prepares you for a career in game development, design, and production. $79.

Computer Graphics Programming with OpenGL
   Prepare for a career creating special effects for games, movies, television, print publications, and the Web. $79.

Introduction to VBA
   Learn to use VBA and Microsoft Word to create your own document automation solutions. $79.

Visit **www.e-commit.com** and select the online courses tab to learn more.

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Every course on this page includes expert assistance. All can be taken from the convenience of your home or office.

Networking/Troubleshooting

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC. $79.

Creating a Home or Small Office Network
Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents with Windows XP. $79.

Introduction to Networking
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. $79.

Intermediate Networking
Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity. $79.

Wireless Networking
Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks. $79.

Certification Prep

Basic A+ Certification Prep
Prepare for the A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3). $99.

Microsoft Windows 2000 Certification Prep - Exam 70-210
Prepare for Microsoft Exam 70-210, covering the installation and use of Windows 2000 Professional. $99.

Network+ Certification Prep
Prepare to take and pass the Network+ Exam and begin a career as a network tech. $99.

Coming Soon!

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

Instant Italian
Be prepared to speak Italian in a wide variety of settings and situations. Hear and practice Italiano with a simple click of your mouse! Cultural tips are included in each lesson to help you better understand the Italian people and their way of life.

Writing For Children
Find out how to write picture books, contemporary fiction, historical fiction, and modern fantasy for children. Complete weekly writing assignments and find out which children's books and reference materials are essential for you to read before you begin.

Introduction to PC Security
What you don't know can really hurt you. Learn why your home and business computers are at risk, and what you can do to protect yourself, your family, and your employer.

Introduction to Active Server Pages
Active Server Pages (ASP) technology makes it easy for you to build a Web site that can interact with its users. Learn how to request information from your visitors, respond to their requests, and create an online database.

Introduction to Microsoft Project 2003
Experienced instructor teaches you how to effectively plan, implement, and control projects using Microsoft Project 2003.

To learn more about any of the courses on these pages, please visit our Online Instruction Center. You'll find the Web address at the bottom of this page.

How to Get Started:

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. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

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 and at any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/webname

2. Click the *Orientation* link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.

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 name and password you selected during orientation.

Start Dates:

A new section of every course in this catalog will begin on the following dates: **Jun 15**, **Jul 20**, and **Aug 17**.

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Visit **www.e-commit.com** and select the online courses tab to learn more.