

Arkansas Northeastern College Division of Continuing Education, in partnership with Education To Go, is pleased to offer online classes. Update your skills, discover a new talent, or chart a career path at your own pace and **at your convenience**. . .all online!

- The following classes will run for six weeks, 12 on-line lessons.
- Students will receive two sets of lecture notes each week, and at least one assignment a week, to be completed within ten days.
- The lessons are supplemented by interactive quizzes, assignments, tutorials and online discussion areas available via the World Wide Web.
- Read your lessons and ask questions of your instructor at the times most convenient to you.



All you need to get started is **Internet access**, an **e-mail address**, and a **Web browser**. Additional requirements, if any, will be listed with the course description.

To register log on to our Web address at <http://www.ed2go.com/missccc> and attend online orientation. During this orientation, you will meet your instructor and receive a description of course content. Dates and times, your lecture notes, and weekly assignments will be delivered to you. You will be given instructions on how to submit questions and completed assignments to your instructor. **Any questions, please call Sharyn or Lena at 870-762-3167 or e-mail at lguidry@smail.anc.edu. Lesson delivery will not begin until tuition has been received.**

Session 1: Jan. 19 – Mar. 11 Session 2: Feb. 16 – Apr. 8 Session 3: Mar. 16 – May 6

Session 4: Apr. 20 – June 10 Session 5: May 18 – Jul. 8

INTERNET

Navigating the Internet	Fee \$75
Learn to Buy & Sell on eBay	Fee \$75

GRAPHIC & MULTIMEDIA DESIGN

Creating Web Pages	Fee \$75
Designing Effective Websites	Fee \$75
Intro. to Microsoft FrontPage 2003	Fee \$75
Introduction to Flash CS4	Fee \$75

BASIC COMPUTER LITERACY

Keyboarding	Fee \$75
Introduction to Windows XP	Fee \$75
Windows Vista	Fee \$75

COMPUTER APPLICATION

Introduction to Microsoft Word 2007	Fee \$75
Intermediate Microsoft Word 2007	Fee \$75
Advanced Word 2007	Fee \$75
Introduction to Microsoft Excel 2007	Fee \$75
Intermediate Microsoft Excel 2007	Fee \$75
Introduction to Microsoft Access 2007	Fee \$75
Intermediate Microsoft Access 2007	Fee \$75
Introduction to Microsoft PowerPoint 2007	Fee \$75
Intermediate PowerPoint 2007	Fee \$75
Introduction to Microsoft Publisher 2007	Fee \$75
Introduction to Microsoft Outlook 2007	Fee \$75
Introduction to Microsoft Project 2007	Fee \$75
Introduction to Windows Vista	Fee \$75

CERTIFICATE PREP

Advanced A + Certification Hardware/OS11	Fee \$100
Basic A+ Certification Hardware 1	Fee \$100
Inter. A+ Certification: Operating Systems	Fee \$100

COMPUTER TROUBLESHOOTING & NETWORKING

Introduction to PC Troubleshooting	Fee \$75
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DATABASE MANAGEMENT & PROGRAMMING

Introduction to Java Programming	Fee \$75
Introduction to C++ Programming	Fee \$75
Introduction to Visual Basic 2005	Fee \$75

ACCOUNTING

Accounting Fundamentals I	Fee \$75
Accounting Fundamentals II	Fee \$75
Introduction to QuickBooks 2010	Fee \$75
Performing Payroll in Quickbooks 2010	Fee \$75
Intro. To Microsoft Office Accounting Professional 2008	Fee \$75
Introduction to Peachtree Accounting	Fee \$75
Introduction to Microsoft Publisher 2008	Fee \$75

COMPUTER PROGRAMMING & DATABASE

C++ for the Absolute Beginner	Fee \$75
Introduction to Visual Basic 6.0	Fee \$75

DIGITAL PHOTOGRAPHY & DIGITAL VIDEO

Discover Digital Photography	Fee \$75
Intro. to Photoshop SC3	Fee \$75
Intro. to Photoshop SC3 for Digital Photography	Fee \$75
Secrets to Better Photography	Fee \$75

LAW & LEGAL CAREERS

Paralegal Certificate Program 1	Fee \$140
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GRANTWRITING

A to Z Grantwriting	Fee \$75
Advanced Grant Proposal Writing	Fee \$75
Writing Effect Grant Proposals	Fee \$75

WRITING & PUBLISHING

Writeriffic: Creativity Training for Writers	Fee \$75
Grammar Refresher	Fee \$75
Effective Business Writing	Fee \$75

WEB PROGRAMMING

Java for the Absolute Beginner	Fee: \$75
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LANGUAGES

Speed Spanish	Fee \$75
Beginning Conversational French	Fee \$75
Grammar for ESL	Fee \$75
Grammar Refresher	Fee \$75

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

Learn to Buy and Sell on eBay	Fee \$75
Start & Operate your own Home -Based Business	Fee \$75

TEST PREP

GRE Preparation - Course 1	Fee \$75
GRE Preparation - Course 2	Fee \$75
LSAT Preparation - Course 1	Fee \$75
LSAT Preparation - Course 2	Fee \$75
GED Test Preparation	Fee \$75
SAT/ACT Preparation Part 1	Fee \$75
SAT/ACT Preparation Part 2	Fee \$75
GMAT Preparation	Fee \$75