

Stratford Career Institute

The Affordable Way to Train at Home



Course Catalog

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Why Choose Stratford?

Convenient

Many of our students agree that what they like most about taking courses with Stratford is the convenience of being able to study when and where it is best for them.

Study at Home at Your Own Pace

There are no set class times. You study at your own pace, progressing as quickly or slowly as you like. You can keep your current job or maintain your busy schedule. You could get your career diploma or high school diploma in as little as six months, or if you prefer, take up to two years to complete your studies.

Easy to Use Online Tools

Our easy-to-use online tools let you submit exams, review grades, make payments and more with just a click of the mouse.

Instructor Support

If you do need help, Stratford's qualified instructors can be reached via e-mail or our toll-free help line.

Affordable

We have worked for nearly two decades to fine tune our educational materials. We keep costs low by cutting out the middle man to produce the most efficient, most cost-effective career training programs for our students.

- You can get started with a small down payment.
- We offer a monthly payment plan.
- Shipping and handling is always free.
- Since you study at home, there are no transportation costs.
- There are never any hidden fees
- No expensive books to buy

Our all-inclusive tuition includes everything you need to successfully graduate, including:

- | | | |
|------------------------|-----------------------|----------------------------|
| • Textbooks | • Study Guides | • Learning Aids |
| • Exams | • Student Services | • Online tools |
| • Personalized Diploma | • Toll-free help line | • Free Shipping & Handling |

Worthwhile

Since its founding in 1991, more than one million students worldwide have entrusted their education to Stratford by enrolling in our courses. We remain devoted to the success of our students, real people just like you, who understand that getting an education can lead to a better life.

Our instructors stay informed on the latest topics in their career field. Our student services department is constantly finding new ways to streamline your educational experience, and our top notch education director is dedicated to producing high quality programs that can benefit you the most.

About Stratford Career Institute

Stratford Career Institute is a privately owned correspondence school established in 1991 that offers at-home vocational training programs to students in North America. Stratford's founders saw a need to meet the emerging education needs of today's busy adult. Understanding the value and convenience of distance learning, they set out to develop an innovative style of correspondence education that would allow individuals to get a quality education at home. With more than one million students enrolled since 1991, Stratford has earned its reputation in the delivery of quality at-home career training.

Mission Statement

Stratford Career Institute offers distance educational programs to meet the vocational and intellectual needs of adult students. Our goal is to accommodate individuals in the furtherance of their education or interests by offering guided, independent programs that are flexible, convenient and affordable. SCI programs provide students with the freedom to learn from the convenience of their home, in their spare time, without the time constraints of classroom attendance.

Memberships and Affiliations

Stratford Career Institute is a member of the United States Distance Learning Association, the Canadian Network for Innovation in Education, and the International Council for Open and Distance Education (ICDE). It also has academic affiliations with the Guild of Industrial, Commercial, and Institutional Accountants (ICIA) and The Travel Institute (formerly ICTA).

Purpose & Objectives

The purpose and objectives of Stratford Career Institute are to:

1. Establish a resource base for the delivery of state-of-the-art distance education through guided independent study, and then
2. Use that base to implement a diverse range of educational programs aimed at career advancement, self-improvement and the fulfillment of cultural, creative, and recreational goals of the clients who become our students.

Equal Opportunities

"Stratford Career Institute is committed to the principle of equal opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, disability, age, veteran status, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other Institute administered programs and activities."

Admissions Policies

General Admission Policy: Stratford has an open entrance policy. We believe that any adult who feels that he or she has the potential and capability to benefit from their selected program should be given the opportunity to continue their education. However, as a general rule, students should have a minimum of eight years of formal schooling.

Age Requirements: Persons under the age of 18 must obtain the written signature of a parent or legal guardian in order to enroll in a Stratford course. If you would like more information, please contact our Admissions Department at 1-800-363-0058. Also, please note that students outside of the U.S. and Canada must pay in full upon enrollment.

Advanced Standing

A student may request advanced standing in a program of study if he or she can provide satisfactory evidence of equivalent training or education. Applications should submit an official transcript from the school at which the studies were completed to the Director of Education. The request will be evaluated to determine if the applicant can be exempted from any portion of a program.

Academic Policies

Completion Time

Stratford courses are designed to be completed within one to two years. The average completion time for an assignment is 15 to 20 hours. Actual completion time may vary, depending on the subject matter of the assignment and the ability and study habits of the student.

Student Integrity Policy

As a Stratford student, you are permitted to seek instructional assistance from sources outside of the school. However, you are expected to submit original work at all times. Knowingly submitting work that originated from another person is considered an act of plagiarism and will result in a grade of zero.

The responses to exam questions are expected to be your own. Obtaining assistance from someone to complete an exam, or take an exam on your behalf, is considered cheating and is strictly prohibited.

If two or more students are found to have collaborated in the submission of exams and/or graded assignments, all participants will receive grades of zero for the exam in question.

Violators of this policy will be subject to disciplinary action, which may include program suspension. Repeat violations may result in expulsion from the school without compensation.

Student Conduct

Stratford's staff and faculty strive to maintain an optimal level of communication between students and the school. Any and all forms of verbal or physical abuse are strictly prohibited. Violations may result in expulsion from the school without compensation. Should you require clarification of this policy or any other aspect of your studies, please contact our Student Services Department at 1-800-435-5338.

How Studying with Stratford Works:

1. Enroll and make the minimum down payment.

There are three easy ways to enroll:

- Online - Use our secure website.
- Phone - Speak with an Enrollment Advisor 1-800-254-4070
- Mail - Complete an enrollment form and mail it in with your low down payment.

Persons under the age of 18 must obtain the written signature of a parent or legal guardian in order to enroll in a Stratford course. If you would like more information, please contact our Admissions Department at 1-800-363-0058. Also, please note that students outside of the U.S. and Canada must pay in full upon enrollment.

2. Stratford ships your first set (module) of course materials.

Stratford will ship your first installment of textbooks and study guides directly to your door within 48 hours of processing your enrollment. Stratford's materials were developed by experts and maintain a practical, fun, and easy-to-follow approach to learning. There are never any shipping/handling charges.

3. Study & complete your exams.

You can submit your exams using our online student log-in or by sending them in the mail. Online exams are graded immediately. Stratford's qualified instructors are available by toll-free phone or e-mail whenever you have a question. Once you pass your exams in a module, Stratford will automatically ship your next set of course materials.

4. Graduate! Get your Career Diploma.

Successfully pass all of your exams and complete all of your tuition payments, and you will receive your personalized career diploma. Some students finish their course in as little as six months, but Stratford gives students up to two years to complete their studies.

Stratford Diploma

At Stratford Career Institute, we believe that taking the initiative to further your education should be rewarded.

That is why every student who successfully completes their program is awarded a diploma. Students who achieve an average score of 90% or higher will earn a "Diploma with Highest Honors."



Student Achievement

Percentage of Stratford graduates surveyed who:

Achieved their original educational goal:	96.48%
Would recommend Stratford Career Institute to a friend:	85.83%
Were satisfied with their overall experience with our school:	96.97%

Survey based on 12,000 Stratford students who successfully completed a course.

Student Services

Instructor Support

Stratford's Student Services staff, including instructors, are available via toll-free phone, e-mail and fax whenever a student requires assistance. Our instructors are ready to provide you with prompt, courteous, and helpful assistance when you need it.

Stratford Website & eService

Stratford's website contains a wide range of information pertaining to your program. In addition, you can log in to our secure server to access a variety of online features, including online exams, ask an instructor, payment history, module shipments, view your grades, get an unofficial transcript, make a payment and more.

Online Library

Stratford students have access to an our online library. This useful service provides you with access to books, periodicals, dictionaries and career resources. Please note that you must be a registered for eService to use the library function.

Contact Us

General Inquiries:

Phone: 1-800-254-4070

E-mail: admissions@scitraining.com

Student Services:

Phone: 1-800-435-5338

E-mail: instruct@scitraining.com

Toll-Free Student Services & Instruction Hotline: 1-888-308-2823

Toll-Free Fax Line: 1-888-486-9428

Main Office:

8675 Darnley Road, Town of Mount Royal, QC H4T 1X2

If you live outside of the U.S. and Canada:

Phone: 1-514-344-2860

Hours of Operation

Student Services: Monday to Thursday, 8:00am to 6:00pm, and Friday, 8:00am to 5:00pm, Eastern Standard Time (EST).

Tuition Information

As a student with Stratford, everything you need to successfully graduate is included in our one low tuition fee, including:

- All textbooks, study guides, and learning aids
- A full range of student services, including online exams
- A personalized diploma upon graduation
- Access to qualified instructors by e-mail or toll-free phone
- Free shipping and handling

Program	Total Course Price	Program	Total Course Price
Accounting	\$ 895	High School Diploma	\$ 895
Administrative Assistant / Secretary	\$ 795	Home Inspector	\$ 795
Art	\$ 795	Hotel & Restaurant Management	\$ 895
Auto Mechanics	\$ 895	Interior Decorating	\$ 895
Beauty Care	\$ 795	Internet Specialist	\$ 695
Bookkeeping	\$ 695	Legal Assistant/Paralegal	\$ 895
Business Management	\$ 895	Locksmith	\$ 695
Child Day Care Management	\$ 695	Medical Office Assistant	\$ 895
Child Psychology	\$ 695	Medical Transcriptionist	\$ 895
Computer Programming	\$ 895	Motorcycle/ATV Repair	\$ 795
Computer Training	\$ 795	Natural Health Consultant	\$ 795
Conservation/Environmental Sciences	\$ 795	PC Repair	\$ 895
Contractor/Construction Management	\$ 895	Pharmacy Assistant	\$ 895
Cooking & Catering	\$ 795	Photography	\$ 695
Creative Writing	\$ 695	Physical Therapy Aide	\$ 895
Dental Assistant	\$ 795	Plumbing	\$ 795
Desktop Publishing & Design	\$ 795	Private Investigator	\$ 795
Drafting with AutoCAD®	\$1,195	Psychology/Social Work	\$ 895
Drug & Alcohol Treatment Specialist	\$ 795	Real Estate Appraiser	\$ 695
Early Childhood Education	\$ 795	Relaxation Therapist	\$ 895
Electrician	\$ 795	Security/Police Sciences	\$ 795
English as a Second Language	\$ 695	Sewing & Dressmaking	\$ 695
Fashion Merchandising and Design	\$ 695	Small Engine Repair	\$ 895
Fitness & Nutrition	\$ 795	Spanish as a Second Language	\$ 695
Florist/Floral Design	\$ 695	Start Your Own Business	\$ 695
Forensic Science	\$ 895	Teacher Aide	\$ 895
French as a Second Language	\$ 695	Travel & Tourism	\$ 795
Funeral Service Education	\$ 895	Veterinary Assistant	\$ 795
Gardening & Landscaping	\$ 695	Video Game Design	\$ 895
Health Care Aide	\$ 795	Wedding Consultant	\$ 795
		Writing Stories for Children	\$ 695

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Accounting

Accounting Module 1

Introduction to Accounting:

- Accounting in Context
- The Accounting Mindset
- The History of Accounting
- A Crash Course in Computers for Accounting Personnel
- Two Extended Accounting Case Studies
- Accounting Documents: A Visual Glossary

Accounting Module 2

Fundamentals of Accounting - Part One:

- The Purpose of Accounting
- Financial Versus Managerial Accounting
- The Balance Sheet
- The Income Statement
- Analyzing Transactions
- The T-Account
- Journal Entries
- Posting to the Ledger

Accounting Module 3

Fundamentals of Accounting - Part Two:

- Adjusting Entries
- Linking the Income Statement and Balance Sheet
- Completing the Accounting Cycle
- Closing Entries
- Types of Business Operations
- Gross Profit and Net Income
- Cost of Goods Sold
- Sales Returns and Allowances
- Sales Discounts
- Measuring and Reporting Receivables

Accounting Module 4

Fundamentals of Accounting - Part Three:

- Subsidiary Ledgers and Special Journals
- Ordering Systems
- Purchase, Sales, Cash Receipts, & Cash Payments Journals
- Payroll and Taxes
- Compulsory & Voluntary Deductions
- Recording the Payroll
- Dealing with Cash
- The Statement of Cash Flows
- Partnerships

Accounting Module 5

Accounting for Corporations - Part One:

- The Ownership of a Corporation
- Rights of Stockholders
- Retaining Earnings
- The Corporate Income Statement
- No-Par & Par-Value Stocks

- Distributing Dividends
- Statement of Retained Earnings
- Preparing Financial Statements for a Corporation

Accounting Module 6

Accounting for Corporations - Part Two:

- Current Assets
- Temporary Investments
- Understanding Lower of Cost and Market (LCM)
- Inventory Systems
- First In, First Out (FIFO)
- Last In, First Out (LIFO)
- Weighted Average
- The Amortization of Capital Assets
- Liabilities and Preferred Equity

Administrative Assistant/Secretary

Administrative Assistant/Secretary Module 1

Overview & General Duties

- Professional Traits and Qualities
- Office Settings
- Overview of Operational and Management Functions
- Daily Duties of the Administrative Assistant/Secretary
- Introduction to Office Equipment, Furniture and Supplies
- Record Keeping and Banking
- Organizing Work and Protecting Its Quality
- Time Management

Administrative Assistant/Secretary Module 2

Office Communications

- Telecommunications Equipment and Systems
- Managing Incoming and Outgoing Communications
- Arranging and Assisting with Meetings and Conferences
- Making Travel Arrangements

Administrative Assistant/Secretary Module 3

Office Documents

- Document Related Terminology
- Information Resources
- Overview of the Document Planning & Generation Process
- Business Document Formats and Styles
- Techniques for Generating a First Draft
- Editing Text
- Proofreading
- Taking Dictation
- Quick Review of English Grammar

Administrative Assistant/Secretary Module 4

Public Relations & Personnel Issues

- Business Ethics
- Supervising Office Employees
- Managing a Payroll
- Quality and Quantity Control
- Stress Management

Administrative Assistant/Secretary Module 5
Microsoft Office System 2010 – Part One

- Microsoft Windows 7
- Using the Start Menu
- Accessing Help and Support
- Working with Files and Folders
- Working with Word
- Creating a Document
- Saving, Printing and Closing a Document
- Navigating and Searching
- Editing and Formatting Text
- Creating Bulleted and Numbered Lists
- Setting and Modifying Tabs
- Page Layout
- Creating, Formatting and Modifying Tables
- Inserting and Formatting Pictures, Shapes and Clip Art
- Backgrounds, Headers and Footers
- Applying References and Hyperlinks
- Advanced Features

Administrative Assistant/Secretary Module 6
Microsoft Office System 2010 – Part Two

- Working in Excel
- Working with an Excel Workbook
- Using Backstage View
- Accessing and Using Excel Templates
- Entering and Editing Data in a Worksheet
- Using Data Types
- Saving the Workbook
- Inserting and Deleting Cells
- Formatting Cells
- Working with Rows and Columns
- Modifying a Worksheet
- Working with Multiple Worksheets
- Finding, Sorting and Filtering Data
- Building Basic Formulas
- Data Functions
- Building, Formatting and Modifying Charts

Administrative Assistant/Secretary Module 7
Microsoft Office System 2010 – Part Three

- Working in Power Point
- Working with an Existing Presentation
- Creating a New Presentation
- Adding, Deleting and Organizing Slides
- Formatting Characters, Paragraphs, Text Boxes & Lists
- Proofing Tools
- Working with Different Themes and Layouts
- Adding Tables, Charts, and SmartArt Graphics
- Delivering a Presentation
- Working in Outlook
- Creating, Sending and Responding to E-mail Messages
- Formatting and Personalizing Messages
- Working with Attachments
- Working with Outlook Folders

- Modifying Contacts and Contact Groups
- Using Outlook Calendar

Art

Art Module 1

Introduction to Art and Drawing

- Survey of Famous Artists
- The Artist's Eye
- The Elements of Design
- Preparing to Draw
- Drawing Class
- The Clinic

Art Module 2

Painting with Pastels

- What You'll Need to Begin
- Composition and Color
- Putting Pastel to Paper
- Painting From Photographs
- Painting From Life
- When is Your Painting Finished?

Art Module 3

Watercolor Painting

- Basic Watercolor Tools and Materials
- Types of Watercolor Pigments
- Dark Staining, Light Staining, and Non-staining Colors.
- Dominance and Staining Dominance.
- Rules for Reflections
- Fundamental Concepts of Composition and Design
- Wet-and-Blot Lifting, Edge Blending and Back Runs
- Application of Various Watercolor Techniques
- Glazing and Lifting
- Creating Negative Shapes
- Charged Washes
- Use of Palette Knives and Brush Handles.
- Produce Complete Watercolor Paintings

Art Module 4

Acrylic Painting

- Textural Techniques Enhance Traditional Painting
- Brilliant Design with Flat Opaque Colors
- Ultrarealism: Acrylic as Transparent Watercolor
- Pulsating Color with Buttery Impasto Strokes
- Careful Planning Produces Lively Results
- Build Luminosity with Multiple Thin Glazes
- Unlock the Imagination with Experimental Techniques

Art Module 5

Oil Painting

- Getting Your Supplies Together
- Capturing the Illusion of Three Dimensions
- Making Your Brush Behave

- Getting the Colors You Want
- Putting It All Together
- Creating a Still Life Painting
- Creating a Landscape Painting
- Creating a Portrait Painting

Art Module 5

Oil Painting

- Getting Your Supplies Together
- Capturing the Illusion of Three Dimensions
- Making Your Brush Behave
- Getting the Colors You Want
- Putting It All Together
- Creating a Still Life Painting
- Creating a Landscape Painting
- Creating a Portrait Painting

Auto Mechanics

Auto Mechanics Module 1

Introduction to Auto Mechanics

- The Auto Mechanics Trade Today and Tomorrow
- Safety First: What You Need to Know on Day One
- On Overview of Automobile Systems and Their Main Repair and Maintenance Tasks
- Important Tools and Instruments
- Practical Exercises
- Alternative Fuels and Automotive Technologies

Auto Mechanics Module 2

Automotive Technology

- Careers in the Automotive Industry
- Workplace Skills
- Automotive Systems
- Hand Tools and Shop Equipment
- Diagnostic Equipment and Special Tools
- Working Safely In the Shop
- Preventative Maintenance and Basic Services
- Basic Theories and Math

Auto Mechanics Module 3

Engines

- Automotive Engine Designs and Diagnosis
- Engine Disassembly and Cleaning
- Lower End Theory and Service
- Upper End Theory and Service
- Engine Sealing and Reassembly
- Lubricating and Cooling Systems

Auto Mechanics Module 4

Electricity

- Electrical Instrumentation
- Basics of Electrical Systems
- General Electrical System Diagnostics and Service

- Batteries: Theory, Diagnosis, and Service
- Starting and Traction Motor Systems
- Charging Systems
- Lighting Systems
- Basics of Electronics and Computer Systems
- Electrical Accessories
- Restraint Systems: Theory, Diagnosis, & Service

Auto Mechanics Module 5

Engine Performance

- Engine Performance Systems
- Detailed Diagnosis and Sensors
- Ignition Systems
- Ignition System Diagnosis and Service
- Fuel Delivery Systems
- Electronic Fuel Injection
- Fuel Injection System Diagnosis and Service
- Intake and Exhaust Systems
- Emission Control Systems
- Emission Control Diagnosis and Service
- Fuels and Other Energy Sources

Auto Mechanics Module 6

Manual and Automatic Transmissions and Transaxels, Suspension and Steering Systems, Brakes and Passenger Comfort

- Clutches
- Manual Transmission and Transaxles
- Manual Transmission and Transaxle Service
- Drive Axles and Differentials
- Electronic Automatic Transmissions
- Automatic Transmission and Transaxle Service
- Four and All-Wheel Drive
- Tires and Wheels
- Suspension and Steering Systems
- Wheel Alignment and Brake Systems
- Drum and Disc Brakes
- Anti-lock Brake, Traction Control, and Stability Control Systems
- Heating and Air Conditioning
- Heating and Air Conditioning Diagnosis & Service

BONUS! The following tools and equipment will be issued to you upon graduation, at NO additional cost:

- Vacuum & Fuel Pump Tester
- Professional Compression Tester
- Remote Starter Switch
- Timing Light
- Tach/Dwell Tester

Beauty Care

Beauty Care Module 1

The Wonderful World of Professional Makeup and Cosmetics

- Introduction: Make an Impression
- Tools, Products, and Basic Equipment
- Manufacturing and Distribution of Cosmetics
- Working with Clients
- Personality and Fashion Profiles
- Introduction to Color Theory
- Friends in the Cosmetics Industry
- Self-Assessment Exercise of Personality and Body Features
- Makeup Tips and Tricks You Can Try Yourself

Beauty Care Module 2

Milady's Standard Cosmetology Section 1

- A History of Skin Care and Opportunities
- Life Skills
- Your Professional Image
- Communicating for Success
- Infection Control Principles and Practices
- General Anatomy and Physiology
- Skin Structure, Growth and Nutrition
- Skin Disorders and Diseases

Beauty Care Module 3

Milady's Standard Cosmetology Section 2

- Nail Structure and Growth
- Nail Disorders and Diseases
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity
- Scalp Care, Shampooing, and Conditioning
- Haircutting

Beauty Care Module 4

Milady's Standard Cosmetology Section 3

- Hairstyling
- Braiding and Braid Extensions
- Wigs and Hair Additions
- Chemical Texture Services
- Haircoloring

Beauty Care Module 5

Milady's Standard Cosmetology Section 4

- Hair Removal
- Facials
- Facial Makeup
- Manicuring
- Pedicuring
- Nail tips and Wraps
- Nail Enhancements

UV gels

- Seeking Employment
- On the Job
- The Salon Business

Bookkeeping

Bookkeeping Module 1

Introduction to Bookkeeping

- Bookkeeping Goals and Values
- The Bookkeeping Mindset
- The History of Bookkeeping
- Computers and Bookkeeping Personnel
- A Day in the Life of a Bookkeeping Professional
- A Glossary of Accounting and Bookkeeping Documents

Bookkeeping Module 2

Fundamental Bookkeeping Practices

- The Purpose of Bookkeeping
- The Balance Sheet
- The Income Statement
- Analyzing Transactions
- Steps in The Bookkeeping Process
- The Journal and the Ledger
- Preparation of Financial Statements

Bookkeeping Module 3

The Accounting Cycle

- Adjusting Entries, Income Statement, Balance Sheet
- Preparation of Closing Entries
- Revisiting the Accounting Cycle
- Post Closing Entries and Trial Balance
- Practicing the Steps in the Accounting Cycle
- Buying Merchandise Inventory
- Selling Merchandise Inventory
- Preparing Financial Statements for a Merchandise Company

Bookkeeping Module 4

Intermediate Bookkeeping Techniques

- Subsidiary Ledgers and Special Journals
- Using the Special Journals
- Payroll and Taxes
- Dealing with Cash
- The Statement of Cash Flows
- Accounting for Partnerships
- Closing the Books

Business Management

Business Management Module 1

Introduction to Business Management

- Characteristics and Environment of Business Management

- Business Ownership
- Supervision, Decision Making, and Leadership
- Planning and Organizing
- Implementation and Control
- Business Ethics
- Overview of a Typical Business
- Desirable Qualities for Successful Business Management
- Time and Stress Management

Business Management Module 2 Business Management and Its Application

- Basic Management Functions
- Where Business Management Is Used
- Types of Business Activities
- The Legal Structure of a Business
- The Purpose of a Business
- Starting a Business

Business Management Module 3 Business Organizational Structures and Functions of Management

- Types of Organizational Structure
- A Functional Approach to Business Management
- Planning
- Organizing
- ☒ Leading/Directing
- Controlling/Monitoring
- Management Information Systems

Business Management Module 4 Finance Demystified For Entrepreneurs

- Basic Business Math
- The Balance Sheet
- Financial Statement Preparation
- Using the Financial Statements
- More Financial Analysis
- Preparing Budgets
- Financing Alternatives and Business Valuation

Business Management Module 5 Business Environments

- Human Environments
- Economic Environments
- Government Environments
- Global Environments
- Trade Environments
- Ethical Environments

Child Daycare Management

Child Day Care Management Module 1 Child Day Care Management: An Introduction

- The Role of the Child Care Worker
- Interacting with Child Care Workers

- Guiding Behavior
- Fostering Self-Esteem and Showing Approval
- Changes in Children: 12 Months to 10 Years
- Financial Statements and the Business Plan

Child Day Care Management Module 2 Administration of Programs for Young Children

- Administration
- Choices: Schools and Programs
- The Program and Environment of Planning
- Setting Program Goals
- Planning for Infants, Toddlers and Preschool

Child Day Care Management Module 3 Planning and Staff Decision Making

- Planning for School-Age Children
- Staff Selection
- Personnel Policies
- Staff Supervision and Training
- Student Teachers/Volunteers

Child Day Care Management Module 4 Management Issues

- Budget Management
- Maintenance, Health, and Safety
- Food and Nutrition Services
- Including Families and the Community
- Maintaining the Quality of Child Care
- Computerized Center Administration

Child Day Care Management Module 5 Planning for Profit in Your Child Care Business

- Setting Your Professional Goals
- Contracts and Policies
- Rates, Fees, and Collection
- Communication Styles and Listening Skills
- Financial Determination
- Sharing Unpleasant Information with Parents
- Marketing Strategies
- Responsibilities of an Assertive Child Care Provider
- Your Child Care Business Plan

Child Psychology

Child Psychology Module 1 History, Theories, and Methods in Child Development

- What is Child Development?
- Theories of Child Development
- Studies in Child Development
- Influence of Heredity on Development
- Nature versus Nurture
- Conception
- Stages of Prenatal Development
- Environmental Influences on Prenatal Development
- Influence of Heredity on Development

Child Psychology Module 2

Birth and the Newborn Baby

- Stages and Methods of Childbirth
- Postpartum Period
- Characteristics of Neonates
- Physical Development in Infancy
- Motor and Sensory Development
- Cognitive Development
- Language Development
- Social and Emotional Development
- Attachment
- Personality Development

Child Psychology Module 3

Early and Middle Childhood

- Physical Development
- Growth Patterns and Motor Development
- Nutrition, Health and Illness
- Sleep and Elimination Disorders
- Factors in Cognitive Development
- Theory of the Mind
- Development of Memory
- Language Development
- Social Influences on Development
- Social Behaviors
- Personality and Emotional Development
- Gender Roles and Sex Differences
- Children with Disabilities

Child Psychology Module 4

Middle Childhood to Adolescence

- Concrete-Operational Stage
- Moral Development
- Information Processing
- Intellectual Development, Creativity and Achievement
- Language Development and Literacy
- Theories of Social and Emotional Development
- Influence of Family, Peers and School
- Social and Emotional Problems
- Puberty
- Health and Sexuality
- Development of Identity and Self-Concept
- Delinquency and Suicide
- Emerging Adulthood

Computer Programming

Computer Programming Module 1

Understanding the Personal Computer

- Terminology
- Evolution of Software
- Installing a New Computer
- Hardware Components
- Function of the CPU

- Memory, Input, Output, and Storage Devices
- Operating Systems
- Internet and Online Services
- Troubleshooting PC Problems and Errors

Windows Operating System

- Desktop, Icons and Start Menu
- Hardware
- Opening and Closing Windows
- Using Tags
- Taskbar and Task Manager
- Changing Views and Scrolling
- Using Shake, Snap and Peek Features
- Creating, Organizing, Moving & Copying Folders
- Creating Shortcuts
- Desktop Options Menu
- Windows Gadgets
- Using the Clipboard
- Formatting CDs and DVDs
- Keyboard Shortcuts
- WordPad, Notepad, and Sticky Notes
- Installing Software
- Searching from the Start Menu
- Finding and Restoring Deleted Files
- Windows Help
- Installing Printer and Setting Preferences
- Internet Explorer
- Keeping Your System Healthy
- Windows 7 Tools
- User Accounts

Computer Programming Module 3

An Introduction to C Programming

- Machine, Assembly, and High-Level Languages
- Fortran, COBOL, Pascal and Ada
- C, C++, Java, BASIC, Visual Basic, Visual C++, Visual C# and .NET
- Simple C Programs
- Memory Concepts and Arithmetic in C
- Equality and Relational Operators
- Structured Program Development in C
- C Program Control and C Functions

With your third module, you will also receive a copy of the software entitled Microsoft Visual C++ Express Edition, at no additional charge!

Computer Programming Module 4

More Components of C Programming

- C Arrays
- C Pointers
- C Characters and Strings
- C Formatted Input/Output
- C Structures, Unions, Bit Manipulations, and Enumerations

Computer Programming Module 5

From C to C++

- C File Processing, C Data Structures, and C Preprocessor
- Game Programming with the Allegro C Library
- Sorting
- Introduction to C99
- C++ as a Better C; Introducing Object Technology

Computer Programming Module 6

Classes and Objects

- Introduction to Classes and Objects
- Operator Overloading
- Object-Oriented Programming: Inheritance and Polymorphism
- Templates
- Stream Input/Output
- Exception Handling

Computer Training

Computer Training Module 1

Understanding the Personal Computer

- Terminology
- A Short History of Computing
- Software Evolution
- Installing a New Computer
- Hardware Components
- The Function of the CPU
- Memory
- Input Devices
- Output Devices
- Storage Devices and Options
- Overview of Operating Systems
- The Internet and Online Services
- Troubleshooting PC Problems and Errors

Computer Training Module 2

Introduction to Windows 7

- Windows Operating System
- Desktop, Icons and Start Menu
- Hardware
- Opening and Closing Windows
- Using Tags
- Taskbar and Task Manager
- Changing Views and Scrolling
- Using Shake, Snap and Peek Features
- Creating, Organizing, Moving and Copying Folders
- Creating Shortcuts
- Desktop Options Menu
- Windows Gadgets
- Using the Clipboard
- Formatting CDs and DVDs
- Keyboard Shortcuts
- User Accounts

- WordPad, Notepad, and Sticky Notes
- Installing Software
- Searching from the Start Menu
- Finding and Restoring Deleted Files
- Windows Help
- Installing Printer and Setting Preferences
- Internet Explorer
- Keeping Your System Healthy
- Windows 7 Tools

Computer Training Module 3

Microsoft Office System 2010 – Part One

- Microsoft Windows 7
- Using the Start Menu
- Accessing Help and Support
- Working with Files and Folders
- Working with Word
- Creating a Document
- Saving, Printing and Closing a Document
- Navigating and Searching
- Editing and Formatting Text
- Creating Bulleted and Numbered Lists
- Setting and Modifying Tabs
- Page Layout
- Creating, Formatting and Modifying Tables
- Inserting and Formatting Pictures, Shapes & Clip Art
- Backgrounds, Headers and Footers
- Applying References and Hyperlinks
- Advanced Features

Computer Training Module 4

Microsoft Office System 2010 – Part Two

- Working in Excel
- Working with an Excel Workbook
- Using Backstage View
- Accessing and Using Excel Templates
- Entering and Editing Data in a Worksheet
- Using Data Types
- Saving the Workbook
- Inserting and Deleting Cells
- Formatting Cells
- Working with Rows and Columns
- Modifying a Worksheet
- Working with Multiple Worksheets
- Finding, Sorting and Filtering Data
- Building Basic Formulas
- Data Functions
- Building, Formatting and Modifying Charts

Computer Training Module 5

Microsoft Office System 2010 – Part Three

- Working in Power Point
- Working with an Existing Presentation
- Creating a New Presentation

- Adding, Deleting and Organizing Slides
- Formatting Characters, Paragraphs, Text Boxes & Lists
- Working with Different Themes and Layouts
- Adding Tables, Charts, and SmartArt Graphics to Slides
- Delivering a Presentation
- Working in Outlook
- Creating, Sending and Responding to E-mail Messages
- Formatting and Personalizing Messages
- Working with Attachments
- Working with Outlook Folders
- Modifying Contacts and Contact Groups
- Using Outlook Calendar
- Water Pollution: Sustainably Managing a Renewable Resource
- Pests and Pesticides: Growing Crops Sustainably
- Hazardous and Solid Wastes: Sustainable Solutions
- Environmental Ethics: The Foundation of a Sustainable Society
- Sustainable Economics: Industrial Nations
- Sustainable Economic Development: Developing Nations
- Law, Government, and Society

Conservation/Environmental Science

Conservation/ Environmental Science Module 1
Introduction to Environmental Protection, Natural Systems and Human Systems

- Environmental Science and Critical Thinking
- Environmental Protection and Sustainability
- Understanding the Root Causes of the Environmental Crisis
- Principles of Ecology: How Ecosystems Work
- Biomes and Aquatic Life Zones
- Self-Sustaining Mechanisms in Ecosystems
- Human Ecology: Our Changing Relationship with the Environment
- The Population Challenge
- Measuring Population Growth and Its Impact
- Stabilizing the Human Population: Strategies for Sustainability

Conservation/ Environmental Science Module 2
Resource Issues: Solutions for a Sustainable Society

- Creating a Sustainable System of Agriculture to Feed the World's People
- Preserving Biological Diversity
- Grasslands, Forests, and Wilderness: Sustainable Management Strategies
- Water Resources: Preserving Our Liquid Assets and Protecting Aquatic Ecosystems
- Nonrenewable Energy Sources
- Foundations of a Sustainable Energy System: Conservation and Renewable Energy
- The Earth and Its Mineral Resources
- Creating Sustainable Cities, Suburbs, and Towns

Conservation/ Environmental Science Module 3
Learning to Live with the Earth's Carrying Capacity

- Principles of Toxicology and Risk Assessment
- Air Pollution and Noise: Living and Working in a Healthy Environment
- Global Air Pollution: Ozone Depletion, Acid Deposition, and Global Climate Change

Contractor/Construction Management

Contractor/Construction Management Module 1
Introduction To Construction Management

- A Typical Construction Project
- Duties and Responsibilities of a Construction Manager
- Hiring of Construction Managers
- Profile of the Construction Trades You Will Be Supervising
- A Crash Course in Project Planning
- Computer Assisted Drafting and Design

Contractor/Construction Management Module 2
What is Construction Management?

- Scope of the Industry
- A Historical Perspective
- Industry Sectors
- The Project Players
- Career Opportunities
- The Construction Project
- Project Delivery Methods
- How We Get the Work
- Making the Bid/No Bid Decision
- Contract Documents
- Construction Specification Institute
- Contract Types
- Project Stages

Contractor/Construction Management Module 3
Job Site Management

- Estimating Project Costs
- Characteristics of a Good Estimator
- Coordinating the Construction Details
- When Things Go Wrong
- Job Site Management Techniques
- Subcontractor Coordination
- Project Planning and Scheduling
- Factors Affecting Project Performance
- Monitoring Project Performance
- Managing Quality and Safety
- The Economics of Quality and Safety

Contractor/Construction Management Module 4 Measurement in Residential Construction Estimation

- Estimates in the Residential Construction Industry
- Principles of Measurement for Estimating
- Measuring Excavation and Site Work
- Measuring Concrete Work
- Measuring Carpentry Work
- Measuring Masonry and Finishes

Contractor/Construction Management Module 5 Pricing and Residential Construction Estimation

- Estimating Plumbing, HVAC, and Electrical Work
- Pricing General Expenses
- Pricing Labor and Equipment
- Pricing Subcontractors' Work
- Preparing a Bill of Materials
- Pricing Equipment
- Managing Subcontractor Pricing Procedures
- Estimation Summaries and Bids
- Estimates for Remodeling Work
- Computer Estimating

Cooking & Catering

Cooking and Catering Module 1

An Introduction to Cooking and Catering

- A Brief History of Cooking and the Culinary Arts
- Food Service Concepts Today
- Menu Planning and Development
- Standardization Practices, Sanitation, and Safety
- Restaurant Tools and Equipment
- Types of Restaurants
- Introduction to Food Service Work Stations and Areas
- Dining Room Organization

Cooking and Catering Module 2

The Food Service Industry

- Sanitation and Safety
- Tools and Equipment
- Basic Cooking Principles
- Menus, Recipes, and Cost Management
- Nutrition
- Mise En Place
- Stocks and Sauces
- Soups

Cooking and Catering Module 3

Cooking Meats, Fish and Poultry

- Choosing Quality Beef, Veal and Pork
- Methods of Cooking Beef and Veal
- Methods of Cooking Pork
- Choosing Quality Fish
- Methods of Cooking Fish
- Choosing Quality Poultry

- Methods of Cooking Poultry
- Specialty Seafood and Meats

Cooking and Catering Module 4

Cooking Vegetables, Grains and Sides

- Cooking with Vegetables
- Cooking with Potatoes
- Rice and Grains
- Pasta
- Salads and Dressings
- Eggs
- Breakfast Foods and Beverages
- Sandwiches
- Dairy Products

Cooking and Catering Module 5

Preparing Desserts and Baked Goods

- Food Presentation and Garnish
- Bakeshop Production: Basic Principles and Ingredients
- Yeast Products
- Quick Breads
- Cakes and Icings
- Cookies
- Pies and Pastries
- Creams, Custards, Puddings, Frozen Desserts, and Sauces

Cooking and Catering Module 6

Ingredients for a Successful Catering Business

- What is Catering?
- The Caterer and the Client
- Establishing the Right Kind of Catering for You
- Choosing Your Client
- The Seven Functions of Catering
- Planning and Operations
- Organizing the Event
- Equipment
- Implementing and Controlling
- Understanding Insurance and Legal Issues
- Total Quality Management and Emerging Benchmarks

Creative Writing

Creative Writing Module 1

Writing Great Short Stories

- Writing a short story—getting started
- Characters—How to create people who live and breathe on the page
- Conflict—How to devise a story that readers won't want to put down
- Plot and Structure—How to shape your story and keep it moving forward
- Setting and Atmosphere—How to bring readers into a vivid story world
- Narrative Voice—How to develop your individual voice as a writer

- Exploring the realm of short stories
- A quick guide to submitting manuscripts for publication

Creative Writing Module 2

Characters and Point of View

- Two-dimensional words & three-dimensional characters
- Choosing point-of-view
- Story presentation
- Developing memorable characters
- Distinguishing main from minor characters
- Choosing the most effective viewpoint

Creative Writing Module 3

Plot

- Testing a story idea to see if it works
- Building and maintaining tension
- Shifts in viewpoint
- Flashbacks and other changes to point of view
- Connecting plots and sub-plots
- Preparing and writing important scenes
- Narrations that create strong plots
- Fiction others will want to read

Creative Writing Module 4

Beginnings, Middles, Ends

- Progressing from first sentence to last
- Hooking an editor in the first three paragraphs
- Building drama through effective prose
- Solutions to potential story problems
- Tried and true writing exercises
- Sharpening your skills
- Improving a story by rewriting

Creative Writing Module 5

Scene and Structure

- Scenes as revelation of plot
- The steps leading towards climax and conclusion
- Developing scenes to build a story's structure
- Properly using cause and effect
- Unfolding the main character's struggle
- Building a believable and revealing end

Creative Writing Module 6

Write Great Fiction: Revision and Self-Editing

- Editing your story
- The Ultimate Revision Checklist

Dental Assistant

Dental Assistant Module 1

Introduction to the Dental Assistant Profession

- A brief history of medicine
- Preferred traits and qualities
- Medical law and medical ethics

- Daily duties of the dental assistant
- Appointments and reports
- Job search and employment opportunities

Dental Assistant Module 2

The Dental Profession

- The dental healthcare team
- Infection control
- Medical and dental emergencies
- Nutrition and preventative dentistry
- Dental anatomy
- Early development of teeth
- Tissues surrounding the teeth
- Eruption and resorption of teeth

Dental Assistant Module 3

Essentials for the Dental Assistant

- Dental nomenclature
- Description of individual teeth
- Oral exam and dental charting
- Dental instruments
- Preparing the treatment room
- Seating the patient
- Principles of oral evacuation
- Punching, placing, and removing a dental dam
- Assembling and placing a retainer
- Dental materials
- Temporary restorations

Dental Assistant Module 4

Dental Techniques and Specialties

- Pharmacology and anesthesia
- Various dental specialty practices
- Pediatric dentistry
- Oral and maxillofacial surgery
- Oral pathology
- Dental radiography
- Digital imaging systems
- Mounting dental X-rays
- Labeling and filing dental X-rays

Desktop Publishing & Design

Desktop Publishing and Design Module 1

Understanding The Personal Computer

- Computer Systems
- How to Hook up the PC
- What is in the Tower?
- What is a CPU?
- Computer Memory
- Input, Output, and Storage Devices
- Operating Systems
- The Internet and Online Services
- Troubleshooting PC Problems

Desktop Publishing and Design Module 2

The Design Process

- Design Principles and Processes
- Use of Emphasis
- Effective Copywriting
- Achieving Balance and Contrast
- Black-and-White and Color Layouts
- Problem Solving for Alignment
- Grid Construction and Use
- Layout and Alignment Terminology
- The Concept of Flow
- Gestalt and its Relationship to Design Technology

Desktop Publishing and Design Module 3

Visual Technologies

- Images in Visual Presentations
- Photographs and Images
- Clipart and Dingbats
- Effective Colors
- Achieving Contrast
- Visual Aspects and Conflict Avoidance
- Design Tools and Technology
- Software Packages
- Banners, Posters, Flyers

Desktop Publishing and Design Module 4

Setting Up

- Assembling a Hardware and Software Toolbox
- Basic Application Techniques
- Building Page Structures
- Fonts, Faces and Characters
- Basic Typography
- Composition Troubleshooting
- Printing
- Service Bureaus
- Basic Concepts

Desktop Publishing and Design Module 5

Setting Up a Desktop Publishing Business

- The Entrepreneurial Profile
- Starting a Home Business
- Equipment and Supplies
- Start-up Basics and Potential Clients
- Home-Based Versus Commercial-Based Operations
- Taxes, Licenses and Permits
- Naming Your Business
- Developing a Business Plan
- Financing Your Business
- Record Keeping
- Pricing
- Controlling Inventory
- Managing the Business
- Hiring Employees
- Promotion and Public Relations

Upon successfully completing all the course requirements, you will receive, at NO additional charge, a copy of Microsoft Publisher.

Drafting with AutoCAD®

Drafting with AutoCAD Module 1

Understanding the Personal Computer

- Terminology
- Installing a New Computer
- Hardware Components
- The Function of the CPU
- Memory
- Input, Output, and Storage Devices
- Operating Systems
- The Internet and Online Services
- Troubleshooting PC Problems and Errors

Drafting with AutoCAD Module 2

Fundamentals of Modern Drafting

- Introduction to Contemporary Drafting
- Drafting Equipment and Supplies
- Sketching and Lettering
- Introduction to Computer-Aided Drafting Systems
- Drafting Room Design Teams
- Drafting Conventions and Formats
- Geometric Construction
- Multiview Drawings

Drafting with AutoCAD Module 3

Further Techniques of Modern Drafting

- Dimensioning Conventions and Surface Finishes
- Tolerancing and Geometric Tolerancing
- Sectional Views
- Auxiliary Views and Revolutions
- Descriptive Geometry
- Development Drawings
- Pictorial Drawings

Drafting with AutoCAD Module 4

More Drafting Techniques

- Fasteners
- Drafting Procedures and Storage Systems
- Working and Welding Drawings
- Gears and Cams
- Piping Drawings
- Electronics Drafting
- Tool Design Drafting
- Architectural Drafting

Drafting with AutoCAD Module 5

Introduction to Windows 7

- Windows Operating System
- Desktop, Icons and Start Menu

- Hardware
- Opening and Closing Windows
- Using Tags
- Taskbar and Task Manager
- Changing Views and Scrolling
- Using Shake, Snap and Peek Features
- Creating, Organizing, Moving and Copying Folders
- Creating Shortcuts
- Desktop Options Menu
- Windows Gadgets
- Using the Clipboard
- Formatting CDs and DVDs
- Keyboard Shortcuts
- WordPad, Notepad, and Sticky Notes
- Installing Software
- Searching from the Start Menu
- Finding and Restoring Deleted Files
- Windows Help
- Installing Printer and Setting Preferences
- Internet Explorer
- Keeping Your System Healthy
- Windows 7 Tools
- User Accounts

Drafting with AutoCAD Module 6

Introduction to AutoCAD 2012

- Getting to Know AutoCAD
- Learning Basic Commands to Get Started
- Setting Up a Drawing
- Developing Drawing Strategies

Drafting with AutoCAD Module 7

Intermediate Techniques of AutoCAD 2012

- Using Layers to Organize Your Drawing
- Combining Objects into Blocks
- Controlling Text in a Drawing
- Using Dynamic Blocks and Tables
- Generating Elevations

Drafting with AutoCAD Module 8

More Techniques of AutoCAD 2012

- Working with Hatches, Gradients, and Tool Palettes
- Dimensioning a Drawing
- Managing External References
- Using Layouts to Set Up a Print
- Printing an AutoCAD Drawing
- Creating 3D Geometry
- Rendering and Materials

Drug & Alcohol Treatment Specialist

Drug & Alcohol Treatment Specialist Module 1

Preparing to Counsel Others

- The Foundations of Human Behavior

- The Process of Socialization
- Social Issues in General
- Social Issues in the Workplace
- A Recipe for Psychological and Social Wellness
- Counseling Tasks and Competencies
- Recognizing Ambiguity and Complexity

Drug & Alcohol Treatment Specialist Module 2

Drugs and Society Volume 1

- Effects of Drugs on Society and Dimensions of Drug Use
- Understanding Drug Use and Abuse
- Drug Use, Regulation and the Law
- Homeostatic Systems and Drugs
- How and Why Drugs Work
- CNS Depressants
- Pharmacological Effects of Alcohol
- Behavioral Effects of Alcohol

Drug & Alcohol Treatment Specialist Module 3

Drugs and Society Volume 2

- Narcotics
- Stimulants
- Tobacco
- Hallucinogens
- Marijuana
- Inhalants
- OTC, Prescription and Herbal Drugs
- Drug Use within Major Subcultures
- Drug Abuse Prevention
- Treating Drug Dependence

Drug & Alcohol Treatment Specialist Module 4

Substance Abuse Counseling

- Substance Abuse Counseling for the 21st Century
- Drugs and Their Effects
- Motivational Interviewing
- Assessment and Treatment Planning
- Helping Clients Change
- Empowering Clients through Group Work
- Maintaining Change in Substance Use Behavior
- Working with Families
- Programming Planning and Evaluation
- Preventing Substance Abuse

Early Childhood Education

Early Childhood Education Module 1

Early Childhood Education: An Introduction

- Teamwork – Interaction Among ECE Staff
- Keeping Pace with Rapid Developmental Changes
- Changes in Children
- Working with Children Who Have Special Needs

Early Childhood Education Module 2:

Introduction to Early Childhood Education:

A Canadian Perspective

- The Magic of Childhood Factors that Impact on Children
- The World of the Child Learning through Play
- Role of the Facilitator
- Critical Skills for Facilitators
- Building Partnerships

Early Childhood Education Module 3:

Quality in Early Childhood Education

- Family Considerations
- Training, Health and Safety Practices in Canada
- Organization of Children's Learning Environment
- Program Variety across Canada
- Poverty, Social Exclusion, Stress and Diversity
- Regulations for Child-Care in Canada
- Putting the Pieces Together

Early Childhood Education Module 4:

Essentials of Early Childhood Education

- Early Childhood Programs Defined
- Early Childhood Education Curriculum
- Dynamics of Quality in Early Childhood Programs
- Early Childhood Educators—Characteristics and Roles
- Becoming an Early Childhood Educator
- The Work Environment
- The Roots of Early Childhood Programs in Canada
- The Modern Profession
- Advocacy

Electrician

Electrician Module 1

A Practical Approach to Electrical Work

- The Electrical Trade Today and Tomorrow
- Safety First: Fire and Shock
- Electrical Connections
- The Electrician's Best Friend—The Multimeter
- Now You Try It: Practical Exercises You Can Do Today
- A "Parts List" for the Future

Electrician Module 2

Electricity

- The Electron
- Volts, Amperes and Ohms
- Meters, Reading a Meter
- Ohm's Law
- Power
- Series and Parallel Circuits
- Sources of Electricity—Batteries
- Sources of Electricity—Friction, Heat, Pressure and Light
- Magnetism
- Motors

- Direct Current Generators
- Alternating Current
- Capacitance and Inductance
- Transformers and Semiconductors
- Integrated Circuits

Electrician Module 3

Residential Electrical Wiring

- Drawings and Specifications
- Service Entrance Equipment and Calculations
- Electrical Outlets
- Determining the Number and Location of Lighting and Receptacle Branch Circuits
- Conductor Sizes and Types, Wiring Methods, Wire Connections and Voltage Drop
- Neutral Sizing for Services
- Switch Control of Lighting Circuits, Receptacle Bonding, and Induction Heating
- Ground-Fault Circuit Interrupters and Arc Fault Circuit Interrupters
- Transient Voltage Surge Suppressors, and Isolated Ground Receptacles
- Lighting Fixtures and Ballasts
- Branch Circuits for Bedrooms, Study, Hall, Living Room and Front Entry
- Branch Circuits for Bathrooms
- Lighting Branch Circuit and Small Appliance Circuits for the Kitchen
- Special-Purpose Outlets
- Branch Circuits for the Laundry, Washroom, and Attic
- Air Conditioning and Electric, Oil & Gas Heating Systems
- Branch Circuits for Workshop and Utility Area
- Heat and Smoke Detectors, Carbon Monoxide Detectors, and Security Systems
- Extra-Low-Voltage, Remote-Control and Signal Systems
- Swimming Pools, Spas and Hot Tubs
- Television, Telephone, Data, & Home Automation Systems
- Lighting Branch Circuit for the Garage & Outdoor Lighting

Electrician Module 4

Commercial Electrical Wiring

- Commercial Building Plans and Specifications
- Branch Circuit and Feeders
- House Circuits (Owner's Circuits)
- Emergency Power Systems
- Fire Alarm and Safety Systems
- Hazardous Materials in the Workplace
- Panelboard Selection and Installation
- The Cooling System
- Reading Electrical Drawings – Bakery, Insurance

- Office, Beauty Salon and Drugstore
- Branch-Circuit Installation
- Appliance Circuits
- Luminaires and Lamps
- Special Systems
- Reading Architectural Drawings (Prints)
- Overcurrent Protection: Fuses and Circuit Breakers
- Short-Circuit Calculations and Coordination of Overcurrent Protective Devices
- Equipment and Conductor Short-Circuit Protection
- Low-Voltage Remote-Control Lighting

Electrician Module 5

Industrial Electrical Wiring

- Contract Document and Drawings
- Industrial Distribution Systems and Service Equipment
- Busways
- Panelboards
- Trolley Busways
- Using Wire Tables and Determining Conductor Sizes
- Signaling Systems
- Motors and Controllers
- Programmable Logic Controllers
- Electric Welders
- Power Factor
- Heating, Ventilating, Air Conditioning & Other Facilities
- System Protection
- Short-Circuit Calculations
- Lightning Protection
- Site Lighting
- Data Infrastructure
- Hazardous Locations
- Harmonics

English as a Second Language

English as a Second Language Module 1

Conversation Skills Are Developed

• Reading and writing are important skills, but we begin the ESL program with emphasis on listening and speaking. The main focus of the program is developing your ability to use English in your everyday personal and workplace situations. You will receive a student assignment booklet and CD which are designed to help you learn to speak English.

English as a Second Language Module 2

Literacy in the Workplace

- Completing simple forms and asking for directions
- Identifying places at work
- Following simple instructions for using common machines at work

- Greeting customers, taking their orders and offering assistance
- Understanding good work habits
- Working with money, both at work and at home
- Following safety rules at work
- Reading help wanted ads, and completing a job application

English as a Second Language Module 3

Everyday English

- Introducing yourself and completing an Identification form
- Reading maps and following directions
- Calendars, times and dates, store hour signs, and the weather
- The supermarket, reading price tags & expiration dates
- Shopping for clothes, comparison shopping, & writing checks
- Buying or renting a home, asking for simple repairs
- Making doctors' appointments, listening to doctors' instructions
- Reading help wanted ads, completing job applications
- Using public transportation and reading traffic signs

English as a Second Language Module 4

Basic Skills in Reading

- Fiction - Includes many different examples from novels and short stories
- Nonfiction - biographies, autobiographies, essays, magazine articles, reviews
- Poetry and Drama - popular, social, and classical aspects of each are covered
- Prose and Visual Information - brochures and ads, calendars and schedules, forms and documents, manuals and handbooks, drawings and diagrams, charts and graphs

English as a Second Language Module 5

Basic Skills in Writing

- Essay and Creative Writing - the writing process, narrative writing, descriptive writing, expository writing, persuasive writing
- Workplace and Personal Writing - letter writing, job search writing, workplace writing, explanatory writing, report writing
- Grammar Guide - mechanics, usage, sentence structure
- Writing Handbook - models, editing, checklist, proofreading

Forensic Science

Forensic Science Module 1

Introduction to Forensic Science

- Types, Properties, and Testing of Physical Evidence
- Introduction to Firearms and Ballistics
- Introduction to Fingerprints, Hair, and DNA Profiling
- Building a Solid Scientific Foundation
- Basic Chemistry, Physics, Electricity, Anatomy, Physiology, Pharmacology, and Math for Forensic Science

Forensic Science Module 2

Criminalistics

- Investigating the Crime Scene
- Investigating and Processing Physical Evidence
- Physical Properties: Forensic Characterization of Soil
- The Microscope and Forensic Identification of Hair and Fibers
- Forensic Analysis of Glass
- Fingerprints
- Questioned Documents
- Firearms

Forensic Science Module 3

More Concepts in Criminalistics

- Forensic Determination of Metals and Gunshot Residue
- Arson
- Drugs of Abuse
- Forensic Toxicology
- Biological Fluids
- DNA Typing
- Explosives
- Detecting Weapons of Mass Destruction

Forensic Science Module 4

Science and the Detective

- Science and the Fight against Crime
- Fingerprints
- Footprints and Other Vestiges
- Fragmentary Evidence and Tell-Tale Dust
- Bullets, Bombs, and Body Armor
- Electronic Ears and Eyes
- Bloodhounds Real and Synthetic

Forensic Science Module 5

Further Topics for Science and the Detective

- Testing for Alcohol, Drug Abuse, and Drugging
- Poisonings
- Forgery and Fraud
- Bones and Human Remains
- Genetic Fingerprinting

Fashion Merchandising & Design

Fashion Merchandising & Design Module 1

In Fashion: From Runway to Retail Part 1

- Fashionista Aptitude Survey
- Fashionista Boot Camp
- Creators and Visualizers
- **Key Fashion Designers**
- Qualities of Great Designers
- Stylists
- Top Editorial Fashion Directors
- TV Fashion Journalism
- Photography Team
- Six Rules of the Set

Fashion Merchandising & Design Module 2

In Fashion: From Runway to Retail Part 2

- Career Path
- The Interview
- Internships
- How to Critique a Piece of Work
- Fashionista Magazine Matrix
- **Internet Fashion**
- Sellers
- Designer Labels
- Public Relations, Advertising, Retail and Management
- Art and Commerce
- Fashionista Survival Guide

Fashion Merchandising & Design Module 3

The Clothing and Textile Industries

- Why People Wear and Select Certain Types of Clothes
- Fashion Terms and Clothing Construction Terms
- The Clothing Business and Fashion Cycles
- Socioeconomic Influences on Fashion
- Basic Styles for Dresses
- Necklines, Collars, Sleeves
- **Skirts, Pants, Coats and Jackets**
- Haute Couture
- Designer Ready-to-Wear
- The Business of Clothing Production
- Establishing Merchandising Plans

- The Designing Process
- Fashion Promotion
- Types of Apparel Retail Outlets

Fashion Merchandising & Design Module 4

Types of Textile Fibers, Color, Value and Quality

- Natural Fibers
- Manufactured Fibers
- Fabric Construction, Coloring and Printing
- Fabric Finishes and Popular Apparel Fabrics
- Color as a Design Element

- Using Color in Apparels
- Shape, Line and Texture
- Wardrobe Planning
- Being a Smart Shopper
- Judging Value and Quality
- Proper Fit
- **Apparel Needs for Infants and Young Children**
- Needs of Older People and Pregnant Women
- The Caring and Storage of Clothes

Fashion Merchandising & Design Module 5

Careers in Fashion Merchandising and Design

- Production Marketing and Sales
- Administration
- **Apparel Design Careers**
- Production Management
- Sales and Retail Jobs
- Merchandise Planning and Buying
- Fashion Advertising
- Fashion Publicity
- Home Sewing Industry
- **Textile and Clothing Historians**
- Theatrical Consumers
- Landing a Job and Becoming Successful

Fitness & Nutrition

Fitness and Nutrition Module 1

Principles of Fitness and Wellness

- Leading Health Problems in Canada
- **Physical Activity and Exercise Defined**
- Wellness, Fitness, and Longevity
- Types of Physical Fitness
- Fitness Standards: Health versus Physical Fitness
- Behavior Modification
- Motivation and Locus of Control
- The Transtheoretical Model
- **Goal Setting and Evaluation**
- Nutrition for Wellness
- Body Composition
- Essential and Storage Fat
- Determining Recommended Body Weight
- Importance of Regular Body Composition Assessment

Fitness and Nutrition Module 2

Principles of Weight Management and Strength Training

- Weight Management
- Diet Crazes
- Eating Disorders
- Physiology of Weight Loss
- Exercise: The Key to Weight Management
- Healthy Weight Gain
- **Losing Weight the Sound and Sensible Way**
- Behavior Modification & Adherence to a Weight Management Program

- Cardiorespiratory Endurance
- Aerobic and Anaerobic Exercise
- Benefits of Aerobic Training
- Physical Fitness Assessment
- Muscular Strength and Endurance
- Strength Training
- Gender Differences
- Plyometrics
- Pilates Exercise System
- Exercise Guidelines
- Setting Up Your Own Strength-Training Program
- Muscular Flexibility
- Flexibility Exercises
- Contraindicated Exercises
- Preventing and Rehabilitating Low-Back Pain

Fitness and Nutrition Module 3

Advanced Principles of Fitness and Wellness

- Skill Fitness and Fitness Programming
- Performance Tests for Skill-Related Fitness
- Specific Exercise Considerations
- Exercise-Related Injuries
- Exercise and Aging
- Preparing for Sports Participation
- Overtraining
- Periodization
- Stress Assessment and Management Techniques
- Preventing Cardiovascular Disease
- Cancer Prevention
- Lifetime Fitness and Wellness
- Life Expectancy and Physiologic Age
- Complementary and Alternative Health Care (CAHC)
- Quackery and Fraud
- Self-Evaluation and Behavioral Goals for the Future
- The Fitness/Wellness Experience and a Challenge for the Future

Fitness and Nutrition Module 4

An Introduction to Nutrition

- Nutrition: Choices for Health
- Guidelines for a Healthy Diet
- The Digestive System: From Meals to Molecules
- Carbohydrates: Sugars, Starches, and Fibers
- Lipids: Fats and Oils
- Proteins and Amino Acids

Fitness and Nutrition Module 5

Further Concepts of Nutrition

- Managing Your Weight
- The Vitamins
- Water and Minerals
- Meeting Our Needs: Food, Fortified Food, & Supplements

Fitness and Nutrition Module 6

Advanced Concepts of Nutrition

- Nutrition, Fitness, and Physical Activity
- Nutrition, Pregnancy, and Infants
- Nutrition from 2 to 102
- How Safe Is Our Food Supply?
- Feeding the World

Florist/Floral Design

Florist/Floral Design Module 1

Floriculture Designing and Merchandising Part 1

- Exploring Careers in the Retail Flower Business
- The History of Floral Design
- Principles of Design
- Design Elements and Guidelines
- Selection of Cut Flowers and Greens
- Flower and Foliage Classification
- Conditioning and Storing Cut Flowers and Greens
- Mechanics and Supplies Used in Floral Design
- Containers
- Selecting Wire and Wiring Flowers
- Selecting Ribbons and Tying Bows

Florist/Floral Design Module 2

Floriculture Designing and Merchandising Part 2

- Boutonnieres and Corsages
- Bud Vases
- Circular Arrangements
- Triangular Arrangements
- Line Arrangements
- Constructing Wreaths
- Holiday Arrangements

Florist/Floral Design Module 3

Floriculture Designing and Merchandising Part 3

- Wedding Flowers
- Sympathy Flowers
- Drying Flowers
- Arranging Permanent Flowers
- Selection and Care of Indoor Plants
- Decorating Potted Plants
- Pricing Strategies
- Selling in the Flower Shop
- Displays
- Delivery
- Professional Organizations

Florist/Floral Design Module 4

Start Your Own Floral Shop and Other Floral Businesses

- The Main Types of Floral Businesses
- Market Research and Financing
- Insurance and Legal Matters

- Outfitting a Flower Shop
- Flower Sources and Suppliers
- Helpful Professional Credentials and Training
- Marketing Plan and Advertising
- Customer Service
- Expanding Revenue
- Florist Business Resources

French as a Second Lanaguage

French as a Second Language Module 1

Introduction to French as a Second Language

- Basic vocabulary
- Things in your life
- Listening and comprehension exercises
- Beginning to read and write in French

French as a Second Language Module 2

Getting to Know You

- Presentations
- The Alphabet
- French Sounds
- The French Pronouns
- The Verb "Être"
- Masculine and Feminine
- Singular and Plural
- Gender and Numbers
- The Verb "Avoir"
- Regular and Irregular Verbs

- Prepositions Used for Places/Directions
- Contractions
- The Irregular Verbs
- Days-Months-Seasons-Dates
- Parts of the Human Body

French as a Second Language Module 3

Studies and Careers

- How's the Weather? ("Quel temps fait-il?")
- Expressions of Quantity
- Names of Professions Using "Être"
- Prepositions with Geographic Names
- Names of Nationalities
- Vocabulary for Transportation
- Adverbs
- Comparative Adjectives

French as a Second Language Module 4

Places and People

- The Conditional Tenses
- The Conditional Sentences
- The Possessive Pronouns
- The Pluperfect (Plus-que-parfait)

- Chronological Sequence, Logical Consequences, and Opposition
- The Present Participle
- Negations
- Using "Ne.....que"
- Relative Pronouns and Prepositions

Funeral Service Education

Funeral Service Education Module 1

Funeral Service Administration

- The Function of the Funeral Director
- Providing Social, Emotional and Legal Support
- The History of Funeral Services
- Cultural Traditions and Religious Rites
- Non-Religious Funeral Services
- Attitudes and Customs for Cremation
- Methods of Final Disposition
- Legal Requirements and Issues for the Funeral Director
- Communication with the Public, the Coroner, and the Police
- Interactions with the Bereaved
- General Funeral Arrangements
- Administration of the Funeral Home

Funeral Service Education Module 2

The Funeral Service Professional

- Qualities of Successful Funeral Service Professionals
- Duties, Responsibilities and Funeral day Tasks
- An Overview of the Funeral Home
- Taking the Death Call and Removing the Deceased
- An Overview of the Cemetery
- Caskets and Burial Vaults
- Selling Funeral Products
- Writing Death Notices
- Pre-need Sales
- Trends Versus Traditions

Funeral Service Education Module 3

Ethics, Sociology and Grief Counseling

- A Survey of Common Ethical Issues
- The Sociology of Funeral Practices
- The Process of Grief
- The Nature and Process of Mourning
- Helping People in Mourning
- Professional Resources for Helping Mourners in need
- Grief, Ritual and Ethnicity
- Bereavement and Children
- Responding to Problematic Client Behaviors

Funeral Service Education Module 4

Managing the Funeral Home

- The General Price List
- Alternative Price Lists for Special Groups

- Credit Regulations and Management
- The Concept of Discretion
- Managing the Finances
- Managing the Product and the Facility
- Managing Advertising and Public Relations
- Public Relations and Community Participation
- Ordering and Displaying Merchandise

Funeral Service Education Module 5

Embalming

- The Sociology of Embalming
- Ethics in the Care of the Dead
- Legal Considerations Related to Embalming
- The Preparation Room Environment
- Personal Protective Equipment
- Embalming Chemicals and Products
- The Embalming Process
- Pre-Injection, Injection, and Post-Injection Phases of Embalming
- Factors Influencing Embalming
- Organ Donation
- Other Types of Preparation

Gardening & Landscaping

Gardening and Landscaping Module 1

Introduction to Gardening and Landscaping

- Opportunities in Landscaping
- The Landscape Design Process
- Understanding and Identifying Plants
- Garden Maintenance and Planning Garden Features
- Selecting and Using Plants in Landscape Design

Gardening and Landscaping Module 2

Landscaping

- An Overview of the Landscape Industry
- Landscape Designing
- Using Drawing Instruments
- Lettering
- Graphic Materials and Techniques
- Analyzing the Landscape Site
- The Landscape Process
- The Outdoor Room Concept
- Plant Selection
- The Principles of Design
- Flowers
- Xeriscaping

Gardening and Landscaping Module 3

More Landscaping Techniques

- Hardscape and Enrichment
- Landscaping in the Age of Technology
- Pricing the Proposed Design
- Landscape Contracting and Landscape Calculations

- Understanding Contracts and Contractors
- Types of Contractual Associations
- How Landscape Contractors are Selected
- Advantages and Disadvantages of Contracting
- Contract Documents and Specifications
- Human Resources: The Needs and the Opportunities
- Installing Landscape Plants and Selecting the Proper Grass
- Lawn Construction, Landscape Irrigation, and Interior Plantscaping
- Maintaining Landscape Plants
- Plant Injuries and Care of the Lawn
- Winterization of the Landscape
- Pricing Landscape Maintenance
- Safety in the Landscaping Industry
- Customer Service

Gardening and Landscaping Module 4

Gardening

- Creating the Garden
- Garden Planning and Design
- Ornamental Trees
- Ornamental Shrubs
- Climbing Plants
- The Rose Garden
- Perennials

Gardening and Landscaping Module 5

More Gardening Practices

- Annuals and Biennials
- Bulbous Plants
- The Rock Garden
- The Water Garden
- Container Gardening
- Cacti and Other Succulents
- The Indoor Garden
- The Lawn

Gardening and Landscaping Module 6

Further Gardening Practices and Maintaining the Garden

- The Herb, Fruit, and Vegetable Gardens
- Maintaining the Garden
- Tools and Equipment
- Greenhouses and Frames
- Structures and Surfaces
- Climate and the Garden
- Soils and Fertilizers
- Principles of Propagation
- Plant Problems
- Basic Botany

Health Care Aide

Health Care Aide Module 1

Medical Terminology

- Basic Word Structure
- The Skeletal and Muscular Systems
- The Cardiovascular System
- The Blood, Lymphatic, and Immune Systems
- The Respiratory System
- The Digestive and Endocrine Systems
- The Urinary and Reproductive Systems
- The Nervous System
- The Integumentary System and Special Senses
- Glossary of Medical Terms

Health Care Aide Module 2

Health Care Part 1

- Careers in Health Care
- Current Health Care Systems and Trends
- Ethical and Legal Responsibilities
- Medical Terminology
- Medical Math
- Organization of the Human Body
- Structure and Function of the Human Body
- Growth and Development

Health Care Aide Module 3

Health Care Part 2

- Organization of the Human Body
- Structure and Function of the Human Body
- Growth and Development
- Body Mechanics
- Infection Control
- Environmental Safety
- Lifestyle Management
- Professionalism

Health Care Aide Module 4

Health Care Part 3

- The Patient as an Individual
- The Communication Process
- Written Communication
- Computers and Technology in Health Care
- Documentation and Medical Records
- Physical Assessment
- Emergency Procedures
- Controlling Health Care Costs
- Performance Improvement and Customer Service
- Job Leads and the Resume
- Interview, Portfolio, and Application
- Successful Employment Strategies

Health Care Aide Module 5

Providing Home Care

- The Home Care System and Care Team

- Communication and Cultural Diversity
- Infection Prevention, Safety and Body Mechanics
- Emergency Care and Disaster Preparation
- Physical, Psychological, and Social Health
- Common Chronic and Acute Conditions
- Human Development and Aging
- Positioning, Transfers, and Ambulation
- Medications and Technology in Home Care
- Rehabilitation and Restorative Care
- Clients with Disabilities
- Mental Health and Mental Illness
- New Mothers, Infants, and Children
- Dying, Death, and Hospice
- Meal Planning, Shopping, Preparation and Storage
- Caring for Yourself and Your Career

High School Diploma

High School Module 1

Social Studies

- Success in Society – Studies in Human Relations
- The Foundations of Human Behaviour
- The Process of Socialization
- Social Issues
- Social Issues in the Workplace
- Attitudes for Human Relations Success
- Workplace Social Interaction: Common Errors

High School Module 2

General Mathematics

- Introduction to Fractions
- Equal Fractions
- Comparing Fractions
- Adding and Subtracting Fractions
- Multiplying and Dividing Fractions
- Introduction to Decimal Numbers
- Rounding, Comparing, and Ordering Decimal Numbers
- Adding and Subtracting Decimal Numbers
- Multiplying and Dividing Decimal Numbers
- The US Customary Measurement System
- The Metric System

High School Module 3

Science – Part One

- Ecology and Environmental Preservation
- The Human Body
- The Fundamentals of Life
- Energy and its uses

High School Module 4

Canadian History

- The French Regime
- The Land and Its People
- European Explorations

- The Fur Trade
 - The Settling of New France
 - Life in New France
-
- The British Conquest and British North America
 - The British Conquest
 - The American Revolution
 - A Period of Change
 - The Colonies Gain Control
-
- Confederation to World War Two
 - Origins of Canadian Confederation
 - The Canadian Federal System
 - The Struggle to Develop a Country
 - Canada Enters the Twentieth Century
 - The Depression Years
 - World War Two and Its Impact

High School Module 5

Science – Part Two

- Forces of Electricity
- Principles of Chemistry
- Simple Machines and Making Work Easier

High School Module 6

Reading Skills

- Building a Strong Foundation
- Structure
- Language and Style
- Reading Between the Lines

High School Module 7

Business Math

- Markup, Markdown, and Inventory Management
- Discounts
- Calculating Interest
- Loans and Consumer Credit
- Business Statistics

High School Module 8

Writing Skills

- Planning an Essay
- Drafting an Essay
- Revising, Editing, and Proofreading an Essay
- Taking an Essay Exam

High School Module 9

Selected Readings in Literature

- 100 Best-Loved Poems by Philip Smith
- The World’s Greatest Short Stories by Dover Publications
- As For Me and My House by Sinclair Ross
- The Merchant of Venice by William Shakespeare

Home Inspector

Home Inspector Module 1

Introduction to Appraising and Inspecting Homes

- Roles and Activities of Real Estate Professionals
- Determinants of Property Value
- Introduction to Basic Valuation Concepts
- Ethics and Liability for Real Estate Professionals
- The Business Side of Real Estate
- Diary of a Typical Home Sale

Home Inspector Module 2

The How-to of Home Inspection

- Building Sites and Landscaping
- Foundations; Building Structures; Roofing
- Chimneys and Flues
- Interior and Exterior Finishes
- Insects, Vermin, and Decay
- Heating, Ventilation and Air-conditioning
- Electrical Systems and Plumbing Systems
- Getting Started in the Business
- Preparing Proper Home Inspection Reports

Home Inspector Module 3

The Home Inspection Business

- The Mission of the Home Inspection Business
- Qualifications and Standards
- Tools of the Trade and Tips for Inspectors
- The Real Estate Agent
- Real Estate Commissions
- The Relationship Between Real Estate Agents and Home Inspectors
- Hidden Benefits of the Home Inspection
- Economics of the Business
- Marketing, Advertising and Public Relations
- The Market Potential Nationwide
- The Small Office Operation
- The Independent Inspector
- Income Potential and Fee Structures

Home Inspector Module 4

More on the Home Inspection Business

- Importance of a Good Business Plan
- Start-up and Operating Capital
- Laws and Regulations
- The Business Office and Record Keeping
- Collecting Data, Scheduling, Subcontracting
- The Customer Questionnaire
- Upgrading the Office Operation
- The Importance of the Written Report
- The Building Analysis Report (BAR) Form
- Legal Considerations for the Home Inspector
- Liability in Home Inspection
- Performing the Inspection
- Negligence and Liability Claims

Hotel & Restaurant Management

Hotel & Restaurant Management Module 1

Management Skills for the Hospitality Industry

- Operational and Management Functions in a Typical Hospitality Business
- Personal Qualities Needed in the Hospitality Business
- Business Ethics
- Time Management
- Organizing Work and Protecting Its Quality
- Stress Management

Hotel & Restaurant Management Module 2

An Introduction to the Hospitality Industry

- The Hospitality Industry and You
- Forces Affecting Growth & Change in the Hospitality Industry
- The Restaurant Business
- Restaurant Operations
- Restaurant Industry Organization: Chain, Independent or Franchise
- Competitive Forces in Food Service
- On-Site Food Service
- Issues Facing Food Service

Hotel & Restaurant Management Module 3

Lodging, Travel, and Tourism

- Lodging: Meeting Guest Needs
- Hotel and Lodging Operations
- Forces Shaping the Hotel Business
- Competition in the Lodging Business
- Tourism: Front and Center
- Destinations: Tourism Generators

Hotel & Restaurant Management Module 4

Management in the Hospitality Industry

- Management: A New Way of Thinking
- Planning In Hospitality Management
- Organizing in Hospitality Management
- Staffing: Human Resource Management
- Control in Hospitality Management
- Leadership and Directing in Hospitality Management
- The Role of Service in the Hospitality Industry

Interior Decorating

Interior Decorating Module 1

Introduction to Interior Decorating

- A Brief History of Interior Decorating
- Career Options
- Principles and Elements of Decoration
- Expressions of Color
- The Space Planning Process

- Planning Specific Rooms or Areas
- Furniture Selection and Arrangement

Interior Decorating Module 3

More Concepts of Interior Decorating

- Building Systems
- Contract Documents
- Heating, Venting and Air Conditioning (HVAC) Systems
- Plumbing
- Codes and U.S. Federal Regulations
- Federal Requirements
- Lighting, Electrical and Communications
- Light Sources
- Fixture Selection and Placement
- Codes and Regulations
- Space Planning: Furnishings to Rooms
- Space Planning: Rooms to Buildings

Interior Decorating Module 4

Further Topics for the Interior Decorator

- Furnishings, Fabrics and Background Elements
- Furniture and Accessories
- Textiles
- Backgrounds: Floors
- Backgrounds: Ceilings and Walls
- Backgrounds: Doors, Windows and Fireplaces
- The Profession of Interior Design

Internet Specialist

Internet Specialist Module 1

Understanding the Personal Computer

- Terminology
- Evolution of Software
- Installing a New Computer
- Hardware Components
- Function of the CPU
- Memory, Input, Output, and Storage Devices
- Operating Systems
- Internet and Online Services
- Troubleshooting PC Problems and Errors

Internet Specialist Module 2

An Introduction to How the Internet Works

- What Is the Internet?
- How TCP/IP Works
- Internet Addresses and Domains
- Internet/Television, Wireless, and Wi-Fi Connections
- Home Networks
- How E-mail Works
- Newsgroups, Internet Chat, and Instant Messaging
- Skype, VoIP, Blogging, and RSS
- Web Pages and Web Browsers
- Markup Languages and Hypertext

- Image Maps and Interactive Forms
- Web Host Servers
- Grid Computing

Internet Specialist Module 3

More Concepts on How the Internet Works

- Internet Searching, Google, Map Sites, and Wikis
- Telnet, FTP, Agents, Java, ActiveX, JavaScript, CGI Scripting
- Music, Audio, and File Sharing
- Virtual Reality and Animation on the Web
- Shopping and Doing Business on the Internet
- Firewalls
- Hackers and The Dangers of Wireless Networking
- Viruses, Spyware, and Phishing
- Cryptography, Privacy, and Digital Certificates
- Government and Workplace Surveillance
- Parental Controls

Internet Specialist Module 4

Introduction to Marketing on the Internet

- Potential of Online Marketing
- Return on Investment Goals
- Web Value Propositions
- Design Optimization
- Domain Brand

Internet Specialist Module 5

Examples of Marketing on the Internet

- Netiva: Avoiding Information Overload
- Search Engines and Directories
- Online Communities
- Women's Wire: An Example of Demographic Excellence
- Era of Innovation: Contests, Sweepstakes
- Macromedia: Realizing Visions of Success
- Media Savoir-Faire: Public Relations for a Digital Age
- Paid Media: The Many Types of Web Advertising

*BONUS! - Upon graduation you will receive a Web Page Construction Kit which enables you to create your own web pages without having to learn HTML programming!!

Legal Assistant/Paralegal

Legal Assistant/Paralegal Module 1

Office Procedures and Administration for Canadian Legal Assistants

- Law Office Administrative Systems
- An Introduction to Budgeting and Income Projection
- Time Management
- Records and Information Management
- The Law Office Library

- Communications and Technology for Law Offices
- Computer Essentials for Legal Assistants
- Office Telephone Systems
- Advanced Computer Applications for Law Firms
- Legal Research

Legal Assistant/Paralegal Module 2

An Introduction to Law

- Purpose and History of Law
- The Rights and Freedoms of Canadians
- Barriers to Achieving Equality
- Criminal Law and Criminal Offences
- The Criminal Code
- Drug Use, Drinking, and Driving

Legal Assistant/Paralegal Module 3

More Concepts of Law

- Bringing the Accused to Trial
- Trial Procedure
- From Sentencing to Release
- The Youth Justice System
- Tort and Dispute Resolution
- Negligence and Other Torts

Legal Assistant/Paralegal Module 4

Advanced Concepts of Law

- Family Law
- Children and Family Law
- Division of Family Property and Spousal Support
- Contract Law
- Carrying Out the Contract
- Landlord and Tenant Law
- Employment Law

Locksmith

Locksmith Module 1

Introduction to the Locksmithing Profession

- Getting Started
- Prevention
- Overview of Home Security
- Locksmithing Tools
- Introduction to Keys and Locking Devices
- Key Features and Identification
- Introduction to Key Cutting
- Introduction to Master-Keying
- Installing Basic Locksets
- Introduction to Automotive Lock Servicing
- Starting and Running a Locksmith Business

Locksmith Module 2

Professional Locksmithing Techniques, Volume 1

- The Business of Locksmithing
- Basic Types of Locks and Keys

- Key Blanks and Key Blank Directories
- Warded, Lever Tumbler, Disc Tumbler, and Side Bar Wafer Locks
- Pin Tumbler Locks
- Locksmithing Tools
- Key-In-Knob, Deadbolt, & Cylinder Key Mortise Locks
- High-Security Cylinders

Locksmith Module 3

Professional Locksmithing Techniques, Volume 2

- Pushbutton Combination Locks
- Lock Picking, Impressioning, and Forced Entry
- Master Keying
- Safe Basics
- Drilling Open Safes
- Bumping Keys
- Key Coding Machines

Locksmith Module 4

Professional Locksmithing Techniques, Volume 3

- Automotive Lock Servicing
- Closed Circuit Television Systems
- Access Control, Alarms, and System Integration
- Working as a Locksmith

Medical Office Assistant

Medical Office Assistant Module 1

Medical Terminology

- Basic Word Structure
- Suffixes and Prefixes
- Organization of the Body
- Body Systems
- Diagnostic Tests and Procedures
- Common Abbreviations and Symbols

Medical Office Assistant Module 2

An Introduction to Medical Office Assisting

- A Brief History of Medicine
- Allied Health Professionals
- Clinical Essentials
- Professional Traits and Qualities
- Medical Law and Medical Ethics
- Legal Documents and HIPAA
- General Ethical Considerations
- Daily Duties and Receptionist Duties
- Managing the Workday
- Telephone Guidelines and Written Communication
- Handling the Office Mail

Medical Office Assistant Module 3

Managerial and Clerical Tasks and Duties

- Appointments and Reports

- Recording Patient Information
- Managing Various Scheduling Situations
- The Researching of Medical Information
- Preparing and Editing a Manuscript
- Compiling a Medical Record
- Types of Medical Records
- Prescription Medication Documentation
- Financial Transactions and Recording
- Health Insurance Coverage
- Records Management and Filing Procedures
- Managing the Financial Aspects of a Medical Office
- Maintaining Office Security
- Payroll Management

Medical Office Assistant Module 4

Assisting With Medical Procedures

- Patient Preparation for the Medical Examination
- Pre-examination Duties
- Hand Washing Techniques
- Measuring Weight and Height
- Measuring Vital Signs
- Vision and Hearing Care
- Diagnostic Tests and Procedures
- Assisting with Minor Surgery Procedures
- Office Laboratory Testing
- Culture and Sensitivity Testing
- Emergency Procedures and Office Safety
- The Job Search and Employment Opportunities

Medical Transcriptionist

Medical Transcriptionist Module 1

Medical Terminology

- Basic Word Structure
- Suffixes and Prefixes
- Organization of the Body
- Body Systems
- Diagnostic Tests and Procedures
- Common Abbreviations and Symbols

Medical Transcriptionist Module 2

Introduction to Medical Transcription

- Understanding Medical Transcription
- Ethical Considerations
- The Medical Record
- Medical Reports
- Proofreading and Editing in Medical Transcription
- Style Guidelines: Abbreviations, Acronyms, Measurements, Chemical Abbreviations, Briefs, Forms and Medical Slang, Eponyms, Symbols, Handwritten Chart Symbols, Numbers, Roman Numerals, Arabic Numerals, Rules for Transcribing Numbers, Dates, Time
- Understanding Pharmacology

Medical Transcriptionist Module 3

You will be presented with sample reports regarding:

- Cardiology
- Dermatology
- Endocrinology
- Gastroenterology
- Hematology
- Neurology

Medical Transcriptionist Module 4

You will be presented sample reports regarding:

- Obstetrics and Gynecology
- Ophthalmology
- Orthopedics
- Otorhinolaryngology
- Psychiatry
- Pulmonary Medicine
- Urology
- Pathology

Motorcycle/ATV Repair

Motorcycle / ATV Repair Module 1

Getting Started in Motorcycle and ATV Repair

- 10 Great Opportunities Working with Motorcycles and ATVs
- Motorcycle and ATV Terms and Jargon
- Types of Motorcycles and Their Owners
- Associations, Clubs, Gangs, Motorcycle Racing, and Motorcycle Police
- A Quick Summary of Motorcycle/ATV Systems and Components
- Getting Your Hands Dirty: First Steps Toward Gaining Practical Skills

Motorcycle / ATV Repair Module 2

Fundamentals, Service, Repair Part 1

- Shop Safety and Environmental Protection
- Tools, Measuring Instruments and Shop Equipment
- Fasteners, Gaskets and Diagnostic Procedures
- Basic Electrical and Electronic Theory
- Four-stroke and Two-stroke Engines
- Engines

Motorcycle / ATV Repair Module 3

Fundamentals, Service, Repair Part 2

- Fuel Systems
- Battery and Charging Systems
- Ignition Systems
- Lubrication Systems
- Cooling Systems
- Exhaust Systems and Emission Controls
- Power Transmission Systems
- Wheels and Tires

Motorcycle / ATV Repair Module 4

Fundamentals, Service, Repair Part 3

- Brakes
- Frame and Suspension
- Accessory Systems
- Engine and Power Transmission Disassembly
- Two-stroke Engine Overhaul
- Four-stroke Engine Overhaul
- Power Transmission Overhaul
- Tune-up and General Service
- The Business of Motorcycle and ATV Service

Motorcycle / ATV Repair Module 5

Motorcycle Workshop

- Tool Usage and Workshop Techniques
- Engine and Transmission Related Tasks
- Frame and Suspension Related Tasks
- Electrical and Ignition Related Tasks
- Oils, Bearings, Seals
- Fuel, Sparkplugs
- Torque Settings and Drive Chains
- Electrical Equipment

Motorcycle / ATV Repair Module 6

ATV Repair

- ATV Terminology
- ATV Buyer's Guide
- Tools, Safety, and Accessories
- Brake Systems
- Fuel and Exhaust Systems
- Suspension, Steering and Frame
- Electrical System
- Tires and Wheels
- Engine Maintenance
- Clutch, Transmission and Final Drive
- Cleaning, Storing, and Transporting the ATV

Natural Health Consultant

Natural Health Consultant Module 1

Healing With Complementary and Alternative Therapies

- Concepts of Healing
- History and Future of Healing
- Driving Market Forces
- Alternative and Complementary Therapies
- Integrative Medicine
- Herbal Medicine, Nutrition, and Supplements
- Homeopathy and Naturopathy
- Mind-Body Therapies

Natural Health Consultant Module 2

More Complementary and Alternative Therapies

- Healing Techniques
- Posture and Mobility

Natural Health Consultant Module 2
More Complementary and Alternative Therapies

Healing Techniques

- Posture and Mobility
- Touch Therapies and Bodywork
- Chiropractic
- Energetic, Eastern, and Other Therapies
- Becoming a Healer
- Attitudes and Behaviors of Healers
- Healing Ourselves and Our Environment
- Consciousness and Healing
- Stress and Its Consequences
- Bolstering The Immune System
- Integrative Care Centers and Wellness Centers

Natural Health Consultant Module 3

Homeopathic Medicine

- The Science of Homeopathy
- Homeopathy in Practice
- Table of Medicines
- Fevers and Influenza
- Colds, Coughs, and Related Conditions
- Childhood Maladies
- Earaches and Sore Throats
- Digestive Problems
- Women's Health Problems
- Men's Health Problems
- Headache
- Allergies and Related Conditions
- Skin Problems and Related Disorders
- Accidents and Injuries
- Emotional Distress and Sleep Problems

Natural Health Consultant Module 4

Introduction to Holistic Health

- History and Philosophy of Holistic Medicine
- Holistic Self-Care Program
- Major Therapies of Holistic Medicine
- Nutritional, Environmental, Mind-Body, and Osteopathic Medicine
- Chiropractic and Botanical Medicine
- Bodywork
- Naturopathic Medicine
- Homeopathy and Ayurveda
- Traditional Chinese Medicine and Acupuncture

Natural Health Consultant Module 5

Prescription for Dietary Wellness

- Nutritional Roads to Health
- The Fastest Paths to Healing
- How Foods Heal
- Prescription Foods
- Super Foods
- Threats to Health
- Unique Nutritional Needs

PC Repair

PC Repair Module 1

Understanding the Personal Computer

- Terminology
- Evolution of Software
- Installing a New Computer
- Hardware Components
- Function of the CPU
- Memory, Input, Output, and Storage Devices
- Operating Systems
- Internet and Online Services
- Troubleshooting PC Problems and Errors

PC Repair Module 2

An Introduction to Upgrading and Repairing PCs

- PC Components, Features, and System Design
- Microprocessor Types and Specifications
- Microprocessors from 1971 to the Present
- Processor Specifications, Features, Manufacturing, Socket and Slot

Types

- CPU Operating Voltages
- Overclocking and Cooling
- Math Coprocessors (Floating-point Units)
- Processor Generations and Multicore Processors
- Processor Upgrades and Troubleshooting Techniques
- Motherboards, Chipsets, and Buses
- System Bus Types, Functions, and Features
- System Resources
- Resolving Resource Conflicts
- Motherboard Selection Criteria

PC Repair Module 3

BIOS and Memory

- BIOS Hardware/Software
- Motherboard ROM BIOS
- Upgrading the BIOS
- Preboot Environment
- BIOS/MBR Error Messages
- SDRAM, RDRAM, and other types of Memory
- Memory Banks and Memory Module Speed
- Parity Checking and Error-correcting Code (ECC)
- Installing RAM Upgrades, DIMM, RIMM, and S IMM Modules
- Troubleshooting Memory
- Memory Defect Isolation Procedures
- The System Logical Memory Layout

PC Repair Module 5

Video and Audio

- Display Adapters and Monitors
- Video Display Adapters
- Video Display Interfaces

- 3D Graphics Accelerators
- Using Multiple Monitors
- Video Troubleshooting and Maintenance
- Audio Hardware Concepts and Terms
- Early PC Sound Cards
- Audio Hardware Features
- Motherboard Chipsets with Integrated Audio
- Troubleshooting PC Audio Problems
- Speakers and Microphones
- External I/O Interfaces

PC Repair Module 6

Internet and Networking

- Input Devices
- Internet Connectivity
- Securing and Sharing Your Internet Connection
- Local Area Networking
- Network Protocols
- Power Supplies, Troubleshooting, and Repair
- Building or Upgrading Systems
- PC Diagnostics, Testing, and Maintenance

Pharmacy Assistant

Pharmacy Assistant Module 1

Medical Terminology

- Basic Word Structure
 - The Skeletal and Muscular Systems
 - The Cardiovascular System
 - The Blood, Lymphatic, and Immune Systems
 - The Respiratory System
 - The Digestive and Endocrine Systems
 - The Urinary and Reproductive Systems
 - The Nervous System
-
- The Integumentary System and Special Senses
 - Glossary of Medical Terms

Pharmacy Assistant Module 2

Human Anatomy and Physiology

- Introducing the Human Body
- The Chemistry of Life
- Cell Structure
- Cellular Metabolism and Reproduction: Mitosis and Meiosis
- Tissues
- The Integumentary System
- The Skeletal System
- The Articular System

Pharmacy Assistant Module 3

More Human Anatomy and Physiology

- The Muscular System
- The Nervous System

- The Endocrine System
- The Blood
- Cardiovascular System
- The Lymphatic System
- Nutrition and the Digestive System
- The Respiratory System
- The Urinary System
- The Reproductive System

Pharmacy Assistant Module 4

Pharmacology

- Mathematics of Dosage
- Basic Pharmacology
- Antibiotics and Antifungal, Antiviral, and Antiparasitic Agents
- Sulfonamides and Antihistamines
- Drugs That Affect the Skin, Mucous Membranes and Body Systems
- Pain Medications, Tranquilizers, and Antidepressants
- Prostaglandins and Prostaglandin Inhibitors
- The Endocrine Glands and Hormones
- Diuretics and Drugs That Affect the Urinary System
- Antineoplastic Drugs
- Immunizing Agents and Immunosuppressives
- Gene Therapy
- Drug Therapy in Older Adults
- Home Health and End-of-Life Care
- Substance Abuse
- Herbal Therapies and Drug-Herb Interactions

Photography

Photography Module 1

Langford's Basic Photography Part 1

- What is Photography?
- Light: How Images are Formed
- Wavelength and Colours
- Shadows
- Light Intensity and Distance
- Lenses: Controlling the Image
- Aperture and f-numbers
- Depth of Field and Focus
- Image Stabilization
- Lens Care
- Film Cameras
- How View Cameras Work
- How Direct Viewfinder Cameras Work
- How Reflex Cameras Work
- Using Different Focal Length Lenses
- Camera Kits

Photography

Photography Module 2

Langford's Basic Photography Part 2

- Digital Cameras
- File Formats
- Lighting Principles and Equipment
- Organizing the Picture
- Films and Filters
- Choosing Film for Black and White
- Choosing Film for Color Photography
- Storing Film
- Filter Kits
- Exposure Measurement
- Exposing Different Films
- Practical Flash Exposure Tips
- Film Processing

Photography Module 3

Langford's Basic Photography Part 3

- Black and White Printing: Facilities and Equipment
- Black and White Printing: Techniques
- The Digital Image: Post-Production
- Hardware and Software
- Organizing Your Work
- Saving Your Digital File
- Basic and Advanced Editing
- Finishing and Presenting Work
- Mounting Methods and Framing
- Spotting
- Getting Your Work Noticed
- Pictures on the World Wide Web
- Building Your Own Site

Photography Module 4

Going Pro

- Defining Your Niche
- Knowing Your Camera and Your Lenses
- Understanding Depth of Field and Other Techniques
- Showing Your Work
- Marketing
- Social Media Marketing for Photographers
- Using Twitter to Grow Your Business
- Blogging Your Online Presence
- The World of Search
- Old-Fashioned Networking
- Expanding Your Business
- Outsourcing

Physical Therapy Aide

Physical Therapy Aide Module 1

Medical Terminology

- Basic Word Structure
- Suffixes and Prefixes

- Organization of the Body
- Body Systems and Their Functions
- Diagnostic Tests and Procedures
- Common Abbreviations and Symbols

Physical Therapy Aide Module 2

Introduction to Physical Therapy

- The Rehabilitation Team
- The Role of the Physical Therapy Aide
- Career Opportunities for the Physical Therapy Aide
- Medical Ethics and Medical Law
- Legal Issues in the Workplace
- Communicating Effectively
- Medical Terminology and the Medical Record
- Understanding the Patient's Medical Records

Physical Therapy Aide Module 3

Scientific Principles, Medical Disorders, and Safety Issues

- Basic Structure and Function of the Human Body
- Applied Anatomy and Physiology of the Musculoskeletal System
- Joints and Movement
- Diseases and Disorders of Bones and Joints
- Treat Common Medical Disorders
- Treat Burns and Amputation
- Treat Genitourinary Disorders
- Safety in the Workplace
- Practicing Good Body Alignment and Movement
- Asepsis and Infection Control
- Performing Proper Hand Washing
- The Human Skeleton
- Major Muscles of the Body

Physical Therapy Aide Module 4

Patient Preparation and Physical Therapy Modalities

- Preparation for Patient Care
- Body Mechanics, Verbal Commands and Transporting Techniques
- Turning and Positioning the Patient
- Supine, Prone, Side-lying, and Sitting Positions
- Transferring the Patient
- Preparation for Beginning of Transfer
- Standing, Sitting, and Bathtub Transfers
- Drawsheet Transfers
- Pneumatic Lift Transfers
- One-person Transfers from Floor to Wheelchair
- Assisting with Ambulation and Gait Training
- Therapeutic Exercises
- Range-of-motion Exercises
- Physical Therapy Agents and Modalities
- Heat Therapies and Cold Therapies
- Specialized Clinical Procedures
- Traction, Ultrasound, Casts, and Reflex Tests

Plumbing

Plumbing Module 1

Introduction to Plumbing

- History of Plumbing
- Plumbing Apprenticeships
- Development of Plumbing Technology
- Development of Plumbing Codes
- Plumbing as a Career
- Starting a Plumbing Business

Plumbing Module 2

Plumbing Safety & Tools

- Understanding Plumbing Tools
- Leveling Instruments
- Mathematics for Plumbers
- Hydraulics and Pneumatics
- Print Reading and Sketching
- Rigging and Hoisting
- Building and Plumbing Codes
- Soldering, Brazing, and Welding
- Excavating

Plumbing Module 3

Plumbing Systems

- Water Supply Systems
- Water Treatment
- Plumbing Fixtures
- Piping Materials and Fittings
- The Use of Valves and Meters
- Water Heaters

Plumbing Module 4

Designing & Installing Plumbing Systems

- Preparing for Plumbing System Installation
- DWV Pipe and Fitting Installation
- Installing Water Supply Piping
- Supporting and Testing Pipe
- Installing Fixtures, Faucets, and Appliances

Plumbing Module 5

Residential & Commercial Plumbing Projects

- Septic Systems
- Storm Water and Sump Pumps
- Installing HVAC Systems
- Swimming Pools, Hot Tubs, and Spas
- Irrigation Systems
- Repairing DWV Systems
- Repairing Water Supply Systems
- Remodeling

Private Investigator

Private Investigator Module 1

Investigation and Law Enforcement

- History of Law Enforcement
- The Criminal Justice System
- The Crime Scene
- Types of Evidence and Their Usefulness
- Interviewing Techniques
- Principles of Interrogation

Private Investigator Module 2

How To Find Almost Anyone Anywhere

- Searching for Individuals and Information
- Using the Internet
- Types of Missing Persons and Property
- Real Searches for People
- Finding Your Father, Finding Your Mother
- Finding Brothers, Sisters and Long Lost Cousins
- Military Searches
- People Who Owe Money
- Tracing a Family Tree

Private Investigator Module 3

Introduction to Criminal Investigation

- Historical Background
- What is an Investigation & Who Conducts Investigations?
- Characteristics of a Good Investigator
- Initiating Investigations
- The Preliminary Investigation
- Jurisdictional Issues
- Sources of Information and Confidential Informants
- Locating and Interviewing Witnesses
- Surveillance and Intelligence
- Collecting and Preserving Evidence
- The Laboratory
- Interrogating the Subject

Private Investigator Module 4

Investigation: Things You Should Know

- Activities of the Detective
- Theft, Arson, Burglary
- Communication and Special Equipment
- Constitutional Amendments
- Crime Scenes and Criminal Practice
- Ethical Issues for Private Investigators
- DNA Testing
- The Internet and Crime
- Interview and Interrogation Techniques
- Report Writing
- Missing People Searches
- Private and Public Sector Differences
- Security and Sketching
- Stakeouts and Surveillance
- Undercover Investigations

Psychology/Social Work

Psychology/Social Work Module 1

Success in Society: Studies in Human Relations

- The Foundations of Human Behavior and Socialization
- Social Issues in General
- Social Issues in the Workplace
- Attitudes That Promote Human Relations Success
- Stress and Frustration
- Common Errors in Workplace Social Interactions

Psychology/Social Work Module 2

Introduction to Social Psychology

- Theories and Methods in Social Psychology
- Research Methods
- Person Perception
- Attributing the Causes of Behavior
- Accuracy of Judgments
- Nonverbal Communication
- The Problem of Deception
- Social Cognition and Social Inference
- Emotion, Inference, and Schemas
- Learning About the Self
- Attitudes and Attitude Change
- Cultural and Persuasion

Psychology/Social Work Module 3

More Concepts of Social Psychology

- Prejudice
- Social Identity and Social Influence
- Conformity, Culture, and Compliance
- Interpersonal Attraction
- Social Needs
- Proximity, Familiarity, and Similarity
- Personal Relationships
- Behavior in Groups
- Group Performance, Decision Making, and Interaction
- Leadership
- Gender

Psychology/Social Work Module 4

Further Topics of Social Psychology

- Helping Behavior
- Altruism and Prosocial Behavior
- Theoretical Perspectives on Helping
- Bystander Intervention, Volunteerism, and Caregiving
- Receiving Help
- Aggression
- Stress and Illness
- Health, Politics, Law, and Social Psychology
- Eyewitness Identification and Testimony
- The Recovered Memory Debate
- Criminal Defendants, Juries, and Expert Testimony

Psychology/Social Work Module 5

Introduction to Social Work

- The Evolution of Social Welfare and Social Work in the United States
- Social Work Practice with Individuals, Groups, and Communities
- Administration and Research
- Mental Health Services
- Social Work in Health Care and Schools
- Social Security and Public Welfare
- Family and Child Welfare Services
- Correctional Services
- Services for the Aged
- Drug Abuse and Social Work
- Services with Minorities
- Social Work in Rural Areas
- Case Management

Psychology/Social Work Module 6

Becoming a Helper

- Are the Helping Professions for You?
- Getting the Most from Your Education and Training
- Common Concerns of Beginning Helpers
- Theory Applied to Practice
- The Helping Process
- Understanding Diversity
- Knowing Your Values
- Ethical and Legal Issues Facing Helpers
- Managing Boundary Issues
- Working in the Community and with Groups
- Stress, Burnout, and Self-Care

Real Estate Appraiser

Real Estate Appraiser Module 1

An Introduction to Appraising and Inspecting Homes

- Roles and Activities of Real Estate Professionals
- Determinants of Property Value
- Basic Valuation Concepts
- Ethics and Liability for Real Estate Professionals
- The Business Side of Real Estate
- Diary of a Typical Home Sale

Real Estate Appraiser Module 2

The Basics of Real Estate Appraisals

- Real Estate Appraisal and You
- Legal Considerations in Appraisal
- The Formal Appraisal Process
- Focus on Neighborhood, Community, and Market
- Real Estate Economics and Value
- Property Inspection and Analysis: the Site
- Property Inspection and Analysis: the Improvements

- Real Estate Appraiser Module 3
More on the Basics of Real Estate Appraisals
- The Sales Comparison Approach
 - Analyzing and Adjusting Comparable Sales
 - Valuing the Site
 - Introducing the Cost Approach
 - Estimating Loss in Value: Accrued Depreciation
 - The Income Approach

- Real Estate Appraiser Module 4
Advanced Topics Regarding Basic Real Estate Appraisals
- Income Capitalization: Rates and Techniques
 - Reconciling the Value Estimates
 - Reporting Appraisal Opinions
 - Appraising Special Ownership and Interests
 - The Professional Appraiser

- Real Estate Appraiser Module 5
Real Estate Principles and Practices
- Real Estate and the Economy
 - Land: its Characteristics and Acquisition
 - Land Descriptions
 - Land Use Controls
 - Estates, Interests, Deeds, and Title
 - Contracts and Business Law
 - Agency Law and Representation
 - Listing the Property
 - Marketing and Selling Real Estate
 - Lending Institutions and Loans
 - Financing

- Real Estate Appraiser Module 6
More on Real Estate Principles and Practices
- Closing Statements
 - Condominiums and Cooperatives
 - Leases
 - Property Management
 - Investment and Tax Aspects of Ownership
 - The Appraisal Process
 - Fair Housing Laws
 - License Law
 - Real Estate Math

Relaxation Therapist

- Relaxation Therapist Module 1
Stress Management Theory and Principles
- The Nature of Stress
 - Physiology of Stress
 - Stress and Disease
 - Psychology of Stress
 - Anger and Fear
 - Stress-prone and Stress-resistant Personality Traits
 - Stress and Human Spirituality

- Relaxation Therapist Module 2
Stress Management Strategies
- Cognitive Restructuring
 - Behavior Modification
 - Journal Writing
 - Expressive Art Therapy
 - Humor Therapy
 - Creative Problem Solving
 - Communication Skills
 - Managing Time and Money
 - Additional Coping Techniques

- Relaxation Therapist Module 3
Relaxation Techniques
- Diaphragmatic Breathing
 - Meditation
 - Hatha Yoga
 - Mental Imagery and Visualization
 - Music Therapy
 - Massage Therapy
 - T'ai Chi ch'uan
 - Progressive Muscular Relaxation
 - Autogenic Training
 - Clinical Biofeedback
 - Nutrition and Stress
 - Physical Exercise and Activity

- Relaxation Therapist Module 4
Massage for Therapists
- The Basis for Massage
 - Eastern and Western Forms of Massage
 - Relevant Anatomy and Physiology
 - Evidence-Based Effects
 - Risk Awareness and Contraindications
 - The Application of Massage
 - Specialized Techniques

Security/Police Sciences

- Security/Police Sciences Module 1
Introduction to Investigation and Law Enforcement
- Historical Perspective of Law Enforcement
 - The Criminal Justice System
 - Crime and its Investigation
 - The Crime Scene
 - Types of Evidence and Their Usefulness
 - Interview Techniques
 - Conducting the Interview
 - Principles of Interrogation

- Security/Police Sciences Module 2
Canadian Private Security
- Defining Security
 - Contract Security and Licensing

- Supervisory Management in Security
- The Selection of a Security Guard
- Purchasing Process
- Authority for Enforcement
- Effects of Grievances, Arbitration and Collective Agreements on Security
- Property Protection and the Occupiers' Liability
- Security Survey
- Security and Safety of the Individual
- Report Writing and Investigational Procedure
- Security Patrols
- Radio Communications
- Security Hardware
- Document, Retail, and Hotel Security
- Fire and Security Disaster Emergency Situations
- Surveillance and Drug Awareness
- Transportation and Regulation of Dangerous Goods
- Human Rights

Security/Police Sciences Module 3

The Criminal Process in Canada

- Crime and Investigation
- Constitutional Guarantees
- Search, Seizure and Surveillance
- Arrest, Summons and Compelling Attendance
- Classification of Offences and the Courts
- The Accused's Appearance in Court
- The Prosecution
- Informations and Indictments
- The Jury and The Trial
- Proof of Guilt
- Interrogation and Confessions
- Self-Incrimination and Entrapment
- Illegally-Obtained Evidence
- Mental Disorder and Responsibility
- Defences to Offences
- Conviction and Punishment
- Appeals and Other Remedies
- Young Offenders and Corporations

Security/Police Sciences Module 4

Law Enforcement

- Working the Streets
- Responding to Emergencies
- Stopping and Searching Vehicles
- Traffic Accident Investigation
- Hazards and Disasters
- Street Psychology
- Community Policing
- Suspect Interviews
- The Crime Scene
- Forensic Science
- Major Case Management
- Raids and Searches
- Surveillance

- Internal Theft Investigation
- Crime by Computer
- In the Witness Box
- Ethics
- Job Stress

Sewing & Dressmaking

Sewing and Dressmaking Module 1

Introduction to Sewing and Fabric

- Your Sewing Machine
- Sewing Machine Operation
- Sewing Aids
- Fiber and Fabrics
- Knits and Patterns
- Fabric Selection
- Preparation and Care
- Special Fabrics and Special Cuttings

Sewing and Dressmaking Module 2

Construction of a Garment

- Adjusting the Pattern
- Layout, Cutting, and Marking
- Stitching and Seam
- Fitting and Shortcuts
- Darts and Gathers
- Pleats and Plackets
- Facings
- Ruffles and Collars
- Sleeves

Sewing and Dressmaking Module 3

Finishing Techniques

- Pockets
- Cuffs, Sleeve Finishes, Casings and Waistbands
- Belts and Zippers
- Buttonholes and Button Selection
- Closures
- Bias and Bias Binding
- Decorative Trimmings
- Hems and Lining a Garment
- Alterations and Remodeling
- Sewing for Men and Boys
- Construction Techniques for Women's Pants
- Sewing for Infants and Children

Sewing and Dressmaking Module 4

Special Projects for Sewing

- Traditional and Contemporary Tailoring Methods
- Sewing Machine Attachments
- Appliqué, Machine Embroidery, Patchwork and Quilting
- Mending, Repairing and Recycling
- Elements and Principles of Design

- Decorating Style and Choosing Color Wisely
- Putting a Room Together
- Home Accessories
- Window Treatments, Curtains and Draperies
- Slipcovers

Sewing and Dressmaking Module 5

Beyond The Basics of Sewing for Fun and Profit

- Potholders
- Holiday Items
- Gifts and Accessories
- Toys
- The Tourist Trade and Resort Wear
- Teaching Others and Practice Projects
- Ideas for Fun and Profit
- Additional Practice Projects

Small Engine Repair

Small Engine Repair Module 1

Basic Principles of Small Engine Repair

- Career Opportunities in the Field
- Tools and Safety
- The Basics of Small Engine Design
- Typical Small Engine Maintenance and Repair Tasks
- Some Small-Engine-Powered Machines and How They Work

Small Engine Repair Module 2

Servicing Small Gas Engines Part 1

- Safety in the Small Engine Shop
- Tools and Measuring Instruments
- Fasteners; Sealants; Gaskets
- Engine Construction
- Principles of Engine Operation
- Two-Cycle and Four-Cycle Engines
- Measuring Engine Performance
- Fuel and Emission Control Systems
- Carburetion

Small Engine Repair Module 3

Servicing Small Gas Engines Part 2

- Ignition Systems
- Lubrication Systems
- Cooling Systems
- Preventative Maintenance

Small Engine Repair Module 3

Servicing Small Gas Engines Part 2

- Ignition Systems
- Lubrication Systems
- Cooling Systems

- Preventative Maintenance
- Troubleshooting
- Fuel System Servicing
- Ignition System Servicing
- Engine Inspection
- Disassembly and Cylinder Reconditioning
- Piston and Piston Ring Service

Small Engine Repair Module 4

Servicing Small Gas Engines Part 3

- Rods and Bearings
- The Crankshaft
- Valve and Camshaft Service
- Lawn Equipment
- Lawn and Garden Tractors
- Snow Throwers
- Personal Watercraft
- Career Opportunities
- Steps to Certification

BONUS! Upon graduation, you will receive the following tools and equipment at no additional cost:

- Crankcase Vacuum Tester
- Compression Tester
- Spark Tester
- Multimeter
- Wireless Tachometer
- Small Engine Charging System Tester
- Combination Ratchet Socket Set
- Combination Wrench Set

Spanish as a Second Language

Introduction to Spanish as a Second Language

Students will be introduced to general Spanish vocabulary starting with words used in everyday life. By using an audio CD and performing various exercises, students begin learning the language through reading, writing, and listening.

Real World Spanish: Spanish in Everyday Life

Students continue to build their vocabulary in this module by studying the use of Spanish in daily contexts. Throughout the course, students become more immersed in the language by reading and listening to words and sentences and completing short written exercises relating to the following situations:

- Filling Out Simple Forms
- Around the Home
- The Neighborhood Community
- Food
- Money

- Shopping
- Transportation
- Finding a Job
- At Work
- The Doctor's Office

More Spanish in Everyday Life

The emphasis remains on the building of vocabulary, reading skills, and listening skills in daily contexts, including:

- Work and Occupations
- Special Occasions
- Talking about Food
- Signs in Everyday Life
- Technology and Science
- Talking about Weather and Seasons
- Interacting with Others
- Sports and Games
- Fun and Relaxation
- Talking about Travel and Geography

Self-Study Approach to Learning Spanish

In the final module, students learn Spanish grammar while continuing to build their vocabulary. Lessons include verbs and tenses, pronouns, prepositions, comparisons, and many other building blocks of language.

Emphasis is placed on listening skills and on written and oral communication developed through drills, exercises, and pronunciation lessons. This module includes four audio CDs: two CDs contain the dialogues and exercises presented in the texts, one CD presents vocabulary and pronunciation exercises, and a final CD contains a story and other practice materials.

Start Your Own Business

Start Your Own Business Module 1

Entrepreneurial Skills

- The World of Small Business
- Steps to Home Business Success
- Product, Manpower, and Capital Options
- Starting and Managing a Business from Your Home
- Advantages/Disadvantages of a Home-Based Business
- Choosing your Form of Business Organization
- Recordkeeping, Insurance, and Legal Issues
- Balance Sheets, Profit and Loss, Cash Flow Statement
- Time and Stress Management
- Personal Qualities Needed for Success in Business

Start Your Own Business Module 2

An Entrepreneur's Plan for Small Business Success

- Exploring Your Options
- Spotting Trends and Opportunities
- Positioning Yourself as an Entrepreneur for Market Opportunities
- Profiling Your Target Customer
- Learning from the Competition

Start Your Own Business Module 3

More Concepts of Small Business Success

- Pricing and Promoting Your Product or Service
- Distribution and Location
- Legal Concerns
- Risk Management Issues
- The Power of Numbers

Start Your Own Business Module 4

Further Concepts of Small Business Success

- Financing Your Business
- Building and Managing a Winning Team
- Buying a Business
- Buying a Franchise
- Pulling the Plan Together
- Exporting: Another Adventure Beckons
- Fast-Start Business Plan

Teacher Aide

Teacher Aide Module 1

Today's Teacher Aide: An Introduction to the Classroom and the Children

- Role, Duties, and Responsibilities of the Teacher Aide
- Qualities and Attributes of an Effective Teacher Aide
- Guidelines When Working with Teachers
- Division of Tasks and Communication
- Level of Supervision
- Observing and Recording Student Behavior
- Guiding Behavior and Ignoring Negative Behaviors
- Sanctions and Reinforcement
- Fostering Self-Esteem and Showing Approval
- Developmental Changes in Children
- Normative Scales
- Characteristics of Typical Children Age Two to Thirteen

Teacher Aide Module 2

Cooperative Discipline

- Cooperative Relationships In and Beyond the Classroom
- The Action Plan: Theories Become Practice
- Styles of Classroom Management and Teacher Responses to Misbehavior
- The Need to Belong and the Encouragement Process
- The Four Goals of Misbehavior

- The Difficult Child Syndrome
- Attention-Seeking Behaviors
- Clarifying Desired Behavior
- Characteristics of Power-Seeking Behavior
- Characteristics of Revenge-Seeking Behavior
- Teaching Students to Deal with Their Emotions
- Avoidance-of-Failure Behavior
- The Classroom Code of Conduct
- Cooperative Conflict Resolution
- The School Action Plan Process
- Involving Students and Parents as Partners

Teacher Aide Module 3

Systematic Training for Effective Teaching - Part 1

- Understanding Behavior and Misbehavior
- Understanding More about Students and Yourself
- Encouragement: The Prime Motivator
- Communication and Listening
- Expressing Ourselves to Students
- Problem Solving Conferences with Students
- Discipline as an Educational Process

Teacher Aide Module 4

Systematic Training for Effective Teaching - Part 2

- Selecting the Appropriate Approach to Discipline
- Group Dynamics in the Classroom
- Group Leadership Skills in the Classroom Setting
- Group Guidance
- Classroom Meetings
- Understanding Students with Special Needs
- Working Positively with Parents

Travel & Tourism

Travel and Tourism Module 1

Taking Off In Travel

- Career Opportunities and Jobs in the Travel Industry
- Taking Off into the Air, by Car, or by Rail
- Taking Off to the Hotel Industry
- Taking Off on a Tour or on a Cruise
- Corporate Group Travel
- Incentive Travel
- International Versus Domestic Travel
- Possible Careers in Other Travel Products
- How to Create a PNR
- Booking and Pricing the Itinerary
- Travel Codes and World Time Zones

Travel and Tourism Module 2

Leisure Travel

- Travel Planning and Booking Trends
- Targeting the Traveler
- Leisure Destinations and Destination Cycles
- The Cruise Market

- Cruise Guides and References
- Selling the Cruise
- The Tour Market
- Types of Tours and Tour Operators
- Tour Associations and Regulators
- Hotels, Cars, and Rail
- Leisure Products and Services
- Ecotourism
- Adventure Travel
- Travel Insurance

Travel and Tourism Module 3

Fares and Ticketing

- An Overview of Fares
- Discount Fares and Fare Basis Codes
- Interpreting Fare and Rule Displays
- Constructed Fares
- Interpreting Taxes and Fees
- Domestic Airline Ticketing
- Methods of Payment, Refunds and Exchanges
- International Fares Overview
- Routing-based Fares and Mileage Fares
- International Ticketing

Travel and Tourism Module 4

Geography For The Travel Professional

- Introduction to Destination Geography
- The United States
- Canada, Bermuda, the West Indies
- Mexico and Central America
- South America and Antarctica
- The British Isles and Northern Europe
- Eastern Europe
- Southern Europe
- Africa and the Middle East
- India and Southeast Asia
- East Asia and the Pacific

Upon successful completion of the course, you will be given the opportunity to write the following certification tests:

- Geography for the Travel Professional Test
- Travel Agent Proficiency (TAP) Test

Veterinary Assistant

Veterinary Assistant Module 1

Studies in Human Relations for Veterinary Assistants

- Human Relations Defined
- Foundations of Human Behavior
- The Process of Socialization
- Social Issues in the Workplace
- Attitudes for Human Relations Success
- Stress and Frustration

- Common Errors of Workplace Social Interaction

Veterinary Assistant Module 2

The Veterinary Assistant Career and Medical Terminology

- A Career as an Animal Caretaker Specialist
- Your Role on the Veterinary Team
- The History of Veterinary Medicine
- Understanding Veterinary Terminology
- Body Structure and Organization
- Essential Life Support: The Cardiovascular and Respiratory Systems
- Processing Nutrients and Waste: The Digestive and Urinary Systems
- Structure, Movement, and Support: The Musculoskeletal System and Skin
- Perception and Coordination: The Nervous and Sensory Systems
- Survival of the Species: The Reproductive System
- Terms Used in Pharmacology

Veterinary Assistant Module 3

Animal Anatomy and Physiology

- Introduction to Animal Anatomy and Physiology
- The Skin and Accessory Structures
- The Musculoskeletal System
- The Cardiovascular System and the Blood
- The Lymphatic, Respiratory and Digestive Systems
- The Urinary and Reproductive Systems
- The Nervous and Sensory Systems
- The Endocrine System

Veterinary Assistant Module 4

Animal Communication, Behavior, and Restraint

- Introduction to Domestic Animal Behavior, Communication, and Restraint
- The Handling and Restraint of Domestic Animals
- Neighs, Purrs, Barks, and Bleats: How Animals Communicate
- Signs of Aggression
- Handling and Restraint Techniques of Dogs, Cats, Horses, Cattle, Swine, Sheep, and Goats

Veterinary Assistant Module 5

Veterinary Assistant Tasks in Small Animal Practice

- Communication and Client Relations
- Office Procedures
- Medical Recordkeeping
- Routine Animal Care
- Common Diseases and Conditions of Cats and Dogs
- Small Animal Nursing
- Surgical Preparation and Assisting
- Pharmacy and Pharmacology
- Laboratory Procedures and Recordkeeping
- Radiology and Ultrasound Imaging
- Equipment and Facility Maintenance and Safety

Veterinary Assistant Module 6

Veterinary Assistant Tasks in Large Animal Practice

- Large Animal Practice of Horses, Cattle, Sheep, Goats, and Swine
- Large Animal Clinical Examinations
- Emergency and Critical Care

Veterinary Assistant Module 7

Veterinary Assistant Tasks in Exotic Pets and Wild Animals

- What Are Exotic Pets?
- Overview of Reptiles and Amphibians
- Snakes, Ferrets, Rabbits, and Guinea Pigs
- General Guidelines for the Capture and Handling of Wild Animals
- Wildlife Care
- Small Wild Mammals
- Large Rodents
- Wild Canines, Wild Cats
- Bears
- Hoofed Animals

Video Game Design

Video Game Design Module 1

Introduction to Video Games

- History of electronic game development
- Exploration of player motivation
- Geographics, demographics, and psychographics
- Review of game goals, platforms, and genres

Video Game Design Module 2

Scenarios & Creating Compelling Content

- Story structure, backstory, synopsis, and setting
- Nonlinear and collaborative storytelling
- Visual and verbal character development
- Visual and verbal character development
- Points-of-view and archetypes
- Game theory, challenges, and strategies
- Interactivity modes, balance, and economies

Video Game Design Module 3

Levels, Interfaces, and Audio

- Structures of environmental design
- Perspective, style, temporal and spatial features
- Player control
- Manual and visual interface design and usability
- Music, sound design, and dialogue production

Video Game Design Module 4

Strategy, Team, Process, and Community

- Roles and responsibilities
- Developing the team

- Phases in the game development cycle
- Planning and production
- Prototyping and play testing
- Project management and game documentation
- Marketing, advertising, and public relations
- Sales and promotion
- Views and predictions from experts in the field

BONUS This course also includes a DVD that contains various samples of game engines, 3D modeling and animation software, and game demos.

Wedding Consultant

Wedding Consultant Module 1

Weddings: Folklore, Traditions, Ceremonies

- **The Bridal Consultant: An Introduction to the Business**
- Wedding Sites
- Theme Weddings
- Types of Ceremonies
- Wedding Customs
- Ethnic Wedding Traditions
- Frequently Asked Questions

Wedding Consultant Module 2

Wedding Planning and Management Part 1

- The Role and Scope of Wedding Consultancy
- Weddings, Culture, and Religion
- History and Hegemony
- The Mediated Construction of Weddings
- The Changing Family, Politics, and Law
- Weddings and Consumerism
- Tourism and Destination Weddings

Wedding Consultant Module 3

Wedding Planning and Management Part 2

- Wedding Timelines
- Wedding Budgets
- Determining the Vision
- **Food, Beverage, and the Wedding Cake**
- Wedding Attire and the Bridal Party
- The Ceremony
- Floral Décor

Wedding Consultant Module 4

Wedding Planning and Management Part 3

- Photography
- **Music and Entertainment**
- Rentals and Site Layout
- Stationery Elements and Etiquette
- Transportation
- Wedding Day Details
- Post-Wedding Evaluation

Wedding Consultant Module 5

Event Planning

- Initial Planning and Budgeting
- Organization and Timing
- Transportation and Guest Arrival
- Venue Requirements
- **The Guest List**
- Invitations
- Food and Beverage Requirements
- Entertainment and Photography
- Final Touches

Writing Stories for Children

Writing Stories for Children Module 1

The Writer's Guide to Crafting Stories for Children

- Foundation and Format
- Structural Designs
- How to Make Your Book a Page-Turner
- Ending Your Story Effectively
- Scenes, Story and Quest
- Plot and Subplot
- **Cast of Characters**
- Point of View
- Inner and Outer Dialogue
- Promise, Premise, Theme and Moral
- Voice and Tone
- Setting and Senses

Writing Stories for Children Module 2

Writing and Selling the Young Adult Novel

- History of Young Adult Literature
- Developing Story Ideas
- Writing Convincing Characters
- Creating Suspense through Conflict
- Structure, Plots and Subplots
- Using Setting to Create Tone
- **Developing the Appropriate Narrative Voice**
- Grammatical and Stylistic Errors
- The Process of Self-Editing
- Methods of Publishing and Marketing Your Book

Writing Stories for Children Module 3

Writing Picture Books

- Target Audience
- Various Formats
- Story Questions and Answers
- Points of View that Work Best for Picture Books
- Use of Correspondence between Characters
- Effect of Changing Tense, Time Period and Location of a Story
- Creating Compelling and Consistent Characters
- **Writing a Strong Title, Opening and Attention-Getting First Line**

- Three-Act Structure
- Rhyme and Rhythm
- Poetic Tools
- Figures of Speech
- Writing Scenes and a Strong Ending
- Selling Your Manuscript

Writing Stories for Children Module 4

Illustrating Children's Picture Books

- Picture-Book Timeline, Form and Format
- Style Genre and Audience
- Balancing Words and Pictures
- Working with Color, Distance and Perspective
- Developing a Narrative
- Character Design and Emotion
- Pen and Ink, Watercolor Painting and 3-D Cut-Paper Collage
- Vectors and Bitmaps
- Photographic Picture Books
- Corel Painter
- Board Books for Babies and Toddlers
- Illustrating Books for Older Readers
- Comics for Kids

Writing Stories for Children Module 5

Write Great Fiction: Revision and Self-Editing

- Self-Editing
- Revision

Course Materials

We take great pride in providing you with the most up-to-date textbooks and equipment. One or more of the mentioned subjects may, therefore, change if updating becomes necessary during the course of your studies. The order in which the material is presented may vary.

Disclaimer

Stratford's programs are specifically designed to serve as an introduction or enhancement of the theoretical knowledge required for the vocational application of a particular subject. Stratford's programs are not intended as a substitute for licensing or certification requirements, which may include an apprenticeship or additional training, as required by law. Stratford's primary intention is to help individuals in the furtherance of their vocational training.

ENROLLMENT AGREEMENT



STEP 1: Please select only ONE program

<p>GROUP 1 Tuition: \$695.00</p>	<p>Bookkeeping Child Day Care Management Child Psychology Creative Writing English as a Second Language Fashion Merchandising & Design Floral Design French as a Second Language Gardening/Landscaping</p>	<p>Internet Specialist Locksmith Photography Real Estate Appraiser Sewing & Dressmaking Spanish as a Second Language Start Your Own Business Writing Stories for Children</p>
<p>GROUP 2 Tuition: \$795.00</p>	<p>Administrative Assistant/Secretary Art Beauty Care Computer Training Conservation/Environmental Sciences Cooking & Catering Dental Assistant Desktop Publishing & Design Drug & Alcohol Treatment Specialist Early Childhood Education Electrician</p>	<p>Fitness & Nutrition Health Care Aide Home Inspector Motorcycle/ATV Repair Natural Health Consultant Plumbing Private Investigator Security/Police Sciences Travel & Tourism Veterinary Assistant Wedding Consultant</p>
<p>GROUP 3 Tuition: \$895.00</p>	<p>Accounting Auto Mechanics Business Management Computer Programming Contractor/Construction Management Forensic Science Funeral Service Education High School Hotel/Restaurant Management Interior Decorating Legal Assistant/Paralegal</p>	<p>Medical Office Assistant Medical Transcriptionist PC Repair Pharmacy Assistant Physical Therapy Aide Psychology/Social Work Relaxation Therapist Small Engine Repair Teacher Aide Video Game Design</p>
<p>GROUP 4 Tuition: \$1195.00</p>	<p>Drafting with AutoCAD</p>	

STEP 2: Write a check or money order for your down payment payable to Stratford Career Institute.

- The minimum down payment for all courses is \$10.00

STEP 3: Sign the agreement and mail it to the address listed above.

Name: _____

Address: _____

City/Town: _____

Province: _____ Postal Code: _____

Telephone: _____

E-mail: _____

Signature: _____ Date: _____

Please enroll me in the following Stratford program:

1-800-363-0058

www.scitraining.ca



As a Stratford student, I understand that I will receive the entire course as described with no other charges or hidden costs.

In addition:

- ✓ I will be able to make my own schedule and work at my own pace.
- ✓ I will receive state-of-the-art, step-by-step course materials developed by some of the most prestigious publishing houses in North America—the same publishers who produce most university textbooks.
- ✓ I will have easy access to qualified instructors on Stratford's TOLL-FREE help lines.

RIGHTS AND PRIVILEGES OF STUDENTS

SERVICE GUARANTEE

The program shall be administered in accordance with the eight-point service guarantee detailed below.

CANCELLATION

The student may cancel this contract within 14 days by giving written notice by certified mail to: Stratford Career Institute Shipping and Mailing Center, 1 Champlain Commons, Unit 3, P.O. Box 1560 Saint Albans VT 05478-5560.

SUBJECT TO REGULATIONS

This contract is under the authority of the State of Vermont. In the event of cancellation, refunds or charges, regulations are presented below.

LIMITATIONS OF PROMISE

Stratford will provide you with essential instruction on how to prepare a winning resume and perform well during the job interview. Our Director of Education will also act as a reference for you, speaking on your behalf or writing a letter of recommendation to a prospective employer. However Stratford does not promise employment as a result of taking any of its programs.



Stratford Career Institute awards a personalized diploma to students who have successfully completed their program. Students who achieve an average score of 90% or higher will earn a "Diploma with Highest Honors."

SERVICE GUARANTEE

"Your Assurance of Quality and Integrity"

- Correspondence and phone calls from students receive top priority, and instructors are available to assist students year round.
- The tuition fee includes all charges for materials and instructional services, up to and including the issuing of a diploma once you have successfully completed the program and fulfilled your financial obligation.
- Course materials will be provided to you as required. You are free to complete the program as quickly as you wish, provided that all required examinations are completed with a passing grade. The rate at which you complete the program will not alter the payment terms and schedule as set forth in this agreement.
- You have the right at any time to pay the outstanding balance owing on the account.
- Stratford agrees that there will be no tuition increases during the life of this agreement.
- Stratford evaluates and obtains the latest and best text books, produced by leading publishers in order to keep our programs up-to-date. Any changes will always be improvements, and will never diminish the quality of the program. Do not assume that credits you earn at this institution will be transferable to any other college or university. Ensure that you check with the receiving institution.
- In the event of a prolonged illness or loss of employment Stratford will offer, at its discretion, a deferment of your obligations under this agreement.
- Occasionally we make our student list available to organizations offering products or services that may be of interest to you. If you do not wish to receive these mailings please send your name and address to: Stratford Career Institute Shipping and Mailing Center, 1 Champlain Commons, Unit 3, P.O. Box 1560 Saint Albans VT 05478-5560. Stratford Career Institute's administration and corporate headquarters is located at 8675 Dumley Road, Mount-Royal, QC, H4T 1X2.

THE SCI TUITION PROTECTION AGREEMENT

Enrollment Cancellation Policy

Stratford Career Institute is confident that the program in which you are enrolling will be entirely to your satisfaction. To provide you with assurance that this will be the case, this Tuition Protection Agreement outlines our cancellation and refund policy. 1) You may notify SCI of your intent to cancel by mail, addressed to: Stratford Career Institute Shipping and Mailing Center, 1 Champlain Commons, Unit 3, P.O. Box 1560 Saint Albans VT 05478-5560. 2) If you notify SCI of cancellation and return all material in good condition within 14 calendar days after midnight of the day on which the enrollment agreement is signed, you will be refunded all monies paid to the school. 3) If you notify SCI after the fourteen day period but before any lessons have been submitted for evaluation, you will owe an administrative fee of 20% of the program's tuition, not to exceed \$150.00 plus the value of the modules supplied. 4) If you notify SCI after fourteen calendar days from midnight of the day on which the enrollment is signed, and after one or more lessons have been submitted to us, then your tuition obligation will be as follows: A) After completion of less than 50% of the assignments in your program, you will be responsible to SCI for an administrative fee of 20% of the program's tuition, not to exceed \$150 plus the pro rata portion of tuition you have expended. This prorated amount is determined by the ratio of the number of lessons completed in the series of instruction to the total number of lessons of instruction given in your program. Any portion of a lesson in a series is considered as a completed series. B) If you cancel after completing 50% or more of the assignments in your program, you will be obligated to SCI for the full tuition for your program. Students are not eligible for tuition refunds after a period of five years from the date of enrollment. Any holder of this consumer contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amount paid by the debtor hereunder. Any and all liabilities shall be limited to the tuition price as stipulated in this enrollment contract. In the event that you do not make a payment within a period of fourteen calendar days of its due date, Stratford Career Institute may cancel this Enrollment Agreement. Under such conditions, the entire tuition obligation will be payable and due immediately. The student will not be eligible for any refunds, in whole or in part, if the delinquent account is not remedied within fourteen days of notice date. As a student, you agree to allow any Stratford representative to contact you during business hours using any Email address, telephone or cellular number that you have provided. Your signature on page one of this Service Agreement indicates that you have read and understood all parts of the Agreement, and believe that you have the ability to benefit from this program.

GUARANTOR (for under age students only)

Persons not of legal age must obtain the signature of a parent or legal guardian in the space below.

Name of guarantor _____ Relationship to the student _____

Address of guarantor _____

Age of guarantor _____ Date _____ Signature _____



Stratford Career Institute
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www.scitraining.ca

May 2013