

Welcome!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

How to Get Started:

1. Call Wellesley Recreation to register and pay for your desired course(s)
2. Visit our Online Instruction Center:

www.ed2go.com/wellrec

3. Click the Orientation link and follow the instructions to enroll. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
4. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:

A new section for every online course in this catalog will begin on:

Jan 20: #143811-01

Feb 17: #143811-02

Mar 17: #143811-03

Requirements:

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

www.ed2go.com/wellrec

Business Courses

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. **\$95.**

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. **\$95.**

Customer Service Fundamentals

Become indispensable to any organization by understanding how to identify and meet customer needs. **\$95.**

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. **\$95.**

Building an Ethical Business

Give your business an advantage by building a strong and just foundation. **\$95.**

Principles of Sales Management

Master the art of managing sales teams from a sales pro. **\$95.**

Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by practicing expert management. **\$95.**

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. **\$95.**

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction. **\$95.**

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. **\$95.**

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. **\$95.**

Total Quality Fundamentals

Give yourself a strong foundation in total quality management. **\$95.**

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work. **\$95.**

Managing Technology

Deliver results on time and on budget by monitoring and controlling technology projects. **\$95.**

Managing Technical Professionals

Build vital leadership skills to attract, retain, and inspire top-notch technical professionals. **\$95.**

Hire Smart

Develop recruiting techniques that will help you hire the best people. **\$95.**

Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results. **\$95.**

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. **\$95.**

Start A Business

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. **\$95.**

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. **\$95.**

Wow, What a Great Event!

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

****Register & Pay with the Wellesley Recreation Department**
then visit www.ed2go.com/wellrec for orientation**

Start A Business Con't.

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. **\$95.**

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros. **\$95.**

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. **\$95.**

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. **\$95.**

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. **\$95.**

Business Planning for the Retired

Learn business planning basics and overcome the challenges of starting a business later in life. **\$95.**

Grant Writing/Nonprofits

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors. **\$95.**

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. **\$95.**

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. **\$95.**

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. **\$95.**

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. **\$95.**

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. **\$95.**

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. **\$95.**

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. **\$95.**

Career Ideas

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. **\$95.**

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. **\$95.**

Caring for Children

Prepare for a rewarding career as a child care professional. **\$95.**

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. **\$95.**

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them. **\$95.**

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims. **\$95.**

Introduction to the Game Industry

Leading game designer prepares you for a career in game development, design, and production. **\$95.**

Theme Park Engineering

Get a behind-the-scenes look at your favorite parks from the person who engineers their top attractions. **\$95.**

Career Development

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. **\$95.**

Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. **\$95.**

Hidden Market Job Search Strategies

Create new career opportunities by learning how to market yourself as the solution to any employer's staffing problem. **\$95.**

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. **\$95.**

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. **\$95**

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. **\$95.**

Computer Programming

C++ for the Absolute Beginner

Learn to program in C++, even if you have no prior programming experience! **\$95.**

C# Programming for the Absolute Beginner

Learn the fundamentals of computer programming with the new C# programming language. **\$95.**

Introduction to Visual Basic .NET

Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET. **\$95.**

Introduction to Active Server Pages

Active Server Pages (ASP) technology makes it easy for you to build a Web site that can interact with its users. Learn how to request information from your visitors, respond to their requests, and create an online database. **\$95**

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language. **\$95.**

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development. **\$95.**

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator. **\$95.**

Introduction to the Game Industry

Leading game designer prepares you for a career in game development, design, and production. **\$95.**

Computer Graphics Programming with OpenGL

Prepare for a career creating special effects for games, movies, television, print publications, and the Web. **\$95.**

Introduction to VBA

Learn to use VBA and Microsoft Word to create your own document automation solutions. **\$95.**

Networking/ Troubleshooting

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC. **\$95.**

Creating a Home or Small Office Network

Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents with Windows. **\$95.**

Introduction to Networking

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. **\$95.**

Intermediate Networking

Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity. **\$95.**

Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks. **\$95.**

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself. **\$95**

New Courses!

Human Anatomy and Physiology

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

Instant Italian

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

Writing For Children

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

Medical Coding and Billing

Learn medical coding and billing from a professor and physician with years of hands-on experience in the field.

Building Wealth

Discover how most wealthy people really accumulated their fortunes, and develops the discipline you'll need to create and build wealth for yourself.

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See page 41 for system requirements and course #'s