

# TECHNOLOGY

## MICROSOFT OFFICE 2007

### ITEC 2384 Office 2007 What's New?

Learn to work with the new Office 2007 user interface and gain basic familiarity with several new features available throughout the Office 2007 suite. The variety of new program-specific features included in Excel, Word, Outlook and PowerPoint 2007 is covered! Work with both 97-2003 and 2007 file formats!

Course Contact/Clock Hours - 4 hrs.

Fee: \$125

Textbook/materials included.

73411	Th	Oct 8	8:00 AM – 12:00 PM	Featherstone, F109
23639	W	Jan 27	8:00 AM – 12:00 PM	Chester, B126

### ITEC 2209 Outlook 2007 Tips and Tricks

Optimize your Outlook skills and elevate yourself to expert status! This class will cover tips, tricks, shortcuts, and many advanced level features of Outlook. Textbook/materials included.

Course Contact/Clock Hours - 4 hrs.

Fee: \$125

Textbook/materials included.

73417	Th	Oct 8	8:00 AM – 12:00 PM	Featherstone, F109
23640	W	Jan 27	8:00 AM – 12:00 PM	Chester, B126

## Meet our Instructors

### Sheila P. Weisensale

Sheila Weisensale originally hails from Tennessee and started her career as a systems engineer, and after several years, ventured into the computer software training and documentation field where she found a career she loved.

Sheila has over 20 years of experience in the technical training field and has worked for and supported various companies. Currently, she spends most of her time training users on the Microsoft Office suite of products and is Microsoft XP certified. When asked what she likes most about training, she said, "I like turning on light bulbs!"

BS, Mechanical Engineering, Tennessee Technological University  
MOUS Expert, Excel 97  
MOUS Expert, Word 97  
MOUS Expert, PowerPoint 97  
MOS Expert, PowerPoint XP  
MOS Expert, Excel XP  
MOS Expert, Word XP

## EXCEL 2007

### ITEC 2346 Excel 2007 Level 1

Students will become familiar with the Excel window and learn how to open, create, edit, format, save, and close Excel worksheets/workbooks. Students also will learn how to write basic Formulas, and use features such as the Office Button, Ribbon, Page Setup, and Headers and Footers!

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

18472	W	Jul 22	9:00 AM – 4:00 PM	Featherstone, F109
74117	Th	Sep 17	9:00 AM – 4:00 PM	Chester, B126
74118	F	Nov 13	9:00 AM – 4:00 PM	North Run, 132

### ITEC 2347 Excel 2007 Level 2

Learn to work more efficiently and impressively in Excel by mastering features such as creating 3-D References, Functions, Named Ranges, Charts, Page Breaks, and work more with Worksheets. Students also will learn how to customize the Quick Access Toolbar!

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74119	W	Oct 14	9:00 AM – 4:00 PM	Chester, B126
74120	F	Dec 4	9:00 AM – 4:00 PM	North Run, 132

### ITEC 2348 Excel 2007 Level 3

In this class, students will learn to use some of Excel's incredible database functions including creating impressive SubTotals and PivotTable reports. Students also will learn how to record Macros and how to protect their data!

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74121	W	Nov 4	9:00 AM – 4:00 PM	Chester, B126
23655	Th	Jan 21	9:00 AM – 4:00 PM	North Run, 132

## POWERPOINT 2007

### ITEC 2352 PowerPoint 2007 Level 1

Students will become familiar with the PowerPoint window, Ribbon and Office button. Students also will learn how to create, edit, and save Presentations, work with Slide Themes and Quick Styles, use Installed Templates and Themes, insert Headers and Footers, and work with some Graphics tools.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74141	W	Sep 16	9:00 AM – 4:00 PM	Featherstone, F101
74143	Th	Nov 12	9:00 AM – 4:00 PM	North Run, 132

**ITEC 2353      PowerPoint 2007 Level 2**

Polish your PowerPoint presentations learning advanced formatting features like Animation Schemes, Custom Animation effects, Transition effects, Fill effects, and Slide Timings automation. Students also will learn how to create SmartArt, Charts, Templates, Summary Slides, Handouts, Speaker Notes, and work with the Slide, Title, and Handout Masters.

**Course Contact/Clock Hours - 6 hrs.**

**Fee: \$175**

**Textbook/materials included.**

74145	Th	Oct 22	9:00 AM – 4:00 PM	Featherstone, F109
23657	F	Jan 15	9:00 AM – 4:00PM	North Run, 132

**WORD 2007****ITEC 2343      Word 2007 Level 1**

Students will become familiar with the Word window and learn how to open, create, edit, format, save, and close Word documents, as well as use features such as the Office Button, Ribbon, Page Layout, Page Setup, Page Breaks, Spell Check, Thesaurus, and Smart Tags!

**Course Contact/Clock Hours - 6 hrs.**

**Fee: \$175**

**Textbook/materials included.**

74150	Th	Aug 13	9:00 AM – 4:00 PM	Chester, B126
74152	Th	Nov 19	9:00 AM – 4:00 PM	North Run, 132

**ITEC 2344      Word 2007 Level 2**

Dig in deeper with Word's incredible word processing features such as setting Tabs, Bullets and Numbering, Sections, Headers and Footers, Tables, AutoCorrect and AutoText. Students also will learn how to customize the Quick Access Toolbar!

**Course Contact/Clock Hours - 6 hrs.**

**Fee: \$175**

**Textbook/materials included.**

18604	M	Jul 13	9:00 AM – 4:00 PM	North Run, 132
74158	W	Sep 23	9:00 AM – 4:00 PM	Chester, B126
74163	W	Dec 2	9:00 AM – 4:00 PM	Featherstone, F101

**ITEC 2345      Word 2007 Level 3**

Jazz up your documents using Word's impressive graphics features such as Clipart, SmartArt, Watermarks, Page Color and Borders, Styles, and Columns. Students also will learn how to create a Mail Merge, Templates, and record a Macro!

**Course Contact/Clock Hours - 6 hrs.**

**Fee: \$175**

**Textbook/materials included.**

74164	F	Oct 23	9:00 AM – 4:00 PM	Chester, B126
23658	W	Jan 27	9:00 AM – 4:00 PM	Featherstone, F101

**ACCESS 2007****ITEC 2349      Access 2007 Level 1**

Students will become familiar with the Access window, Navigation Pane, Ribbon and Office button. Students also will learn how to create, edit, and save Tables and Queries, as well as use Filters, Sort, Data Types, Field Properties, and create basic Calculations and Criteria in Select Queries, Multi-table Queries, and Totals and Parameter Queries.

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$449**

**Textbook/materials included.**

74090	MTu	Aug 10 – 11	9:00 AM – 4:00 PM	North Run, 132
74092	ThF	Oct 1 – 2	9:00 AM – 4:00 PM	Chester, B126
23648	WTh	Jan 20 – 21	9:00 AM – 4:00 PM	Featherstone, F101

**ITEC 2350      Access 2007 Level 2**

Students will learn some Import, Export, and Link external data techniques, as well as dig deeper into the Relationships concept using features such as Referential Integrity, Cascades, Query Joins, and Relationship Types. Students also will learn how to create Action Queries as well as use the Find Duplicates and Find Unmatched Query Wizards!

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$449**

**Textbook/materials included.**

74100	MTu	Sep 21 – 22	9:00 AM – 4:00 PM	North Run, 132
74102	ThF	Nov 5 – 6	9:00 AM – 4:00 PM	Chester, B126

**ITEC 2351      Access 2007 Level 3**

Students will learn to create powerful and impressive Forms and Reports, and will attain basic to advanced Forms and Reports manipulation skills!

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$449**

**Textbook/materials included.**

74104	WTh	Oct 7 – 8	9:00 AM – 4:00 PM	North Run, 132
23650	WTh	Jan 13 – 14	9:00 AM – 4:00 PM	Featherstone, F101

## EXCEL 2003

### ITEC 2071 Excel 2003 Level 1

Become familiar with the spreadsheet screen as well as techniques for navigation. Explore data entry, formula construction, worksheet appearance, Excel's tools and printing.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74123	W	Aug 5	9:00 AM – 4:00 PM	Chester, B126
74125	F	Sep 25	9:00 AM – 4:00 PM	Featherstone, F101
74126	W	Nov 18	9:00 AM – 4:00 PM	North Run, 132

### ITEC 2072 Excel 2003 Level 2

Work with multiple sheets and workbooks. Absolute cell addressing, 3-D formulas and functions, and range names. Create and edit graphs. Customize and create toolbars.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74128	Th	Aug 20	9:00 AM – 4:00 PM	Chester, B126
74129	Th	Oct 29	9:00 AM – 4:00 PM	Featherstone, F109
74131	W	Dec 10	9:00 AM – 4:00 PM	North Run, 132

### ITEC 2073 Excel 2003 Level 3

Learn to edit templates, using data forms, database, lookup and logical functions, conditional formatting. Topics include subtotals, data filters/queries, and pivot tables. Record and modify simple macros.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74133	Th	Sep 10	9:00 AM – 4:00 PM	Chester, B126
74134	Th	Nov 19	9:00 AM – 4:00 PM	Featherstone, F109
23656	F	Jan 29	9:00 AM – 4:00 PM	North Run, 132

## POWERPOINT 2003

### ITEC 2230 PowerPoint 2003 Level 1

Learn how to create and view PowerPoint presentations, modify existing presentations, work with slides, incorporate visual elements, reorganize slides and text edit a presentation.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74165	M	Sep 28	9:00 AM – 4:00 PM	Featherstone, F101
74166	M	Nov 30	9:00 AM – 4:00 PM	Chester, B126

### ITEC 2231 PowerPoint 2003 Level 2

Learn how to set PowerPoint options, combine and modify presentations, modify slide masters, work with WordArt and autosshapes, customize clip art, apply animation effects, prepare presentations for delivering and using PowerPoint on the web.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74167	F	Oct 30	9:00 AM – 4:00 PM	Featherstone, F101
23659	Th	Jan 28	9:00 AM – 4:00 PM	Chester, B126

## WORD 2003

### ITEC 2277 Word 2003 Level 1

Learn to create, navigate and save documents. Gain knowledge of formatting documents, copying and pasting text and printing documents. Use spell check, autocorrect, thesaurus and autotext.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74168	W	Sep 23	9:00 AM – 4:00 PM	North Run, 132
74169	F	Nov 20	9:00 AM – 4:00 PM	Chester, B126

### ITEC 2278 Word 2003 Level 2

Learn how to enhance a Word document. Apply borders and shading. Use the ruler, create and work with tables, bullets and numbered paragraphs effectively. Work with sections, headers/footers, and page numbers.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74170	F	Oct 2	9:00 AM – 4:00 PM	North Run, 132
74171	M	Dec 14	9:00 AM – 4:00 PM	Chester, B126

### ITEC 2279 Word 2003 Level 3

Learn how to prepare professional office documents. Set up merge documents. Create and apply columns. Manipulate graphics, pictures and logos. Create styles and templates. Other course topics include master documents and tables of contents.

Course Contact/Clock Hours - 6 hrs.

Fee: \$175

Textbook/materials included.

74172	M	Nov 30	9:00 AM – 4:00 PM	North Run, 132
23660	F	Jan 29	9:00 AM – 4:00 PM	Chester, B126

## ACCESS 2003

### ITEC 2011 Access 2003 Level 1

Learn how to apply database normalization concepts. Create tables and learn appropriate table properties. Create filters and queries to select and manipulate the data. Sort, find and filter data. Create select queries to include multi-table, calculated, total, concatenation, and parameter.

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$449**

**Textbook/materials included.**

74110	WTh	Aug 26 – 27	9:00 AM – 4:00 PM	Chester, B126
74112	WTh	Oct 21 – 22	9:00 AM – 4:00 PM	Featherstone, F101
23653	ThF	Feb 4 – 5	9:00 AM – 4:00 PM	North Run, 132

### ITEC 2012 Access 2003 Level 2

Learn to import, export and link data. Create and modify permanent relationships and work with query joins. Work with data from other sources. Manipulate data using inner, left outer and right outer query joins. Create relationships and apply referential integrity. Create make-table, append, update and delete action queries. Use the Duplicate and Unmatched query wizards.

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$449**

**Textbook/materials included.**

74114	ThF	Sep 24 – 25	9:00 AM – 4:00 PM	Chester, B126
74115	WTh	Nov 18 – 19	9:00 AM – 4:00 PM	Featherstone, F101

### ITEC 2013 Access 2003 Level 3

Learn to design and modify custom forms and reports. Use the toolbox. Work with form properties. Create reports with grouping, sorting and calculations. Work with control properties.

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$449**

**Textbook/materials included.**

74116	WTh	Oct 28 – 29	9:00 AM – 4:00 PM	Featherstone, F101
23654	TuW	Jan 26 – 27	9:00 AM – 4:00 PM	North Run, 132

### ITEC 2050 Crystal Reports Level 1

This workshop is designed for the novice Crystal Reports user who needs to quickly become proficient in creating and modifying reports. Topics include:

- designing, planning and organizing a report
- analyzing report data
- creating charts and graphs

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$449**

**Textbook/materials included.**

10003	MTu	Jul 20 – 21	9:00 AM – 4:00 PM	Chester, B126
73719	MTu	Oct 12 – 13	9:00 AM – 4:00 PM	Featherstone, F109
73720	MTu	Dec 7 – 8	9:00 AM – 4:00 PM	North Run, 132

### ITEC 2051 Crystal Reports Level 2

Learn custom formatting techniques such as adding tooltips, vertical text, and hyperlinks. Create powerful cross-tab reports. Use record selection and alerts for interactive reporting. Use subreports, formulas, and custom functions to implement complex business logic.

**Course Contact/Clock Hours - 6 hrs.**

**Fee: \$199**

**Textbook/materials included.**

73721	M	Oct 26	9:00 AM – 4:00 PM	Featherstone, F109
23641	M	Jan 25	9:00 AM – 4:00 PM	North Run, 132

### FINL 2005 QuickBooks

Learn the following fundamentals: setting up a new company, choosing a chart of accounts, working with customer, vendor and item lists, using accounts receivable invoice and payment tracking features and using accounts payable bill tracking and check writing features. Features covered in this course include:

- inventory, payroll, tax tracking and reporting
- working with asset, liability and credit card accounts
- job costing features
- customizing forms, reports and graphs
- online banking features and compatibility with Microsoft applications

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$399**

**Textbook/materials included.**

74087	TuW	Sep 15 – 16	9:00 AM – 4:00 PM	North Run, 132
74088	TuW	Nov 10 – 11	9:00 AM – 4:00 PM	North Run, 132

## Meet our Instructors

### *Dennis P. MacPherson*

Dennis MacPherson is an Adobe Certified Instructor who has taught computer programming languages and software skills for more than 25 years.

Dennis specializes in training Adobe's ColdFusion and Dreamweaver Web development applications. In addition, he also teaches Active Server Pages, JavaScript, HTML, CSS, XHTML, XML, and Crystal Reports. Over the years, his clientele has included many companies, educational institutions and numerous small to mid-sized businesses in the Richmond area

BS, Mathematics, University of Massachusetts  
MS, System Analysis, George Washington University  
Adobe, Dreamweaver Certified

## GRAPHIC DESIGN

### ITEC 2219 PhotoShop Level 1

An introduction to one of the computer's most complex creativity tools and the industry standard in digital imaging. Learn how to scan, correct, and adjust image tone and color. Use layering, masking and the many selection and editing tools offered in PhotoShop. Also explore painting and drawing options in combination with other image-manipulation techniques. This workshop features lectures and in-class practice. Textbook/materials included.

Course Contact/Clock Hours - 12 hrs.

Fee: \$399

Textbook/materials included.

74071 ThF Sep 17 & 18 9:00 AM – 4:00 PM

74079 ThF Dec 3 & 4 9:00 AM – 4:00 PM

Featherstone, F109

Chester, B126



### JER Adobe Flash CS4 Professional: Essentials

This introductory training is tailored specifically to the needs of a beginner or intermediate user of Adobe Flash CS4. During the course you will learn how to create, animate and efficiently manage your rich media content via the brand new CS4 interface. You will understand how to correctly implement features like the new motion tween, motion presets, ActionScript3 event handling and how to professionally set up your site. This self-directed course can be completed within 90 days or sooner depending on time and learning capabilities of the student. Bonus –1 year full course access. (Contact Hours: 6)

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)

Begins Anytime \$99

### JER Adobe Illustrator CS4: Essentials

With Total Training for Adobe Illustrator CS4, you'll discover a world of amazing tools and commands within the industry standard vector drawing application, Adobe Illustrator. You'll learn tricks, techniques, and go-arounds to achieve brilliant results, artistic effects, and stunning visuals. Whether you're preparing work for print, the web, or beyond, you'll gain the skills necessary to stay competitive in today's marketplace using Illustrator CS4. This self-directed course can be completed within 90 days or sooner depending on time and learning capabilities of the student. Bonus--1 year full course access. (Contact Hours: 6)

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)

Begins Anytime \$99

### JER AutoCAD 2006 2D

Learn to control the many features of AutoCAD 2D, including commands, plotting, crosshatching, and pallets. Follow along with Kristen Kurland as she shows you how to work with dimensions, regions, boundaries, as well as understanding isometrics and viewports. The course can be completed within 90 days or less. The student will have 1 year unlimited access to the course. (Contact Hours: 12)

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)

Begins Anytime \$269

## WEB DEVELOPMENT

### BUSC 2429 Creating Effective Web Sites for Business **NEW**

This 6-hour course will examine all of the critical factors that must be understood in order to create and maintain an effective business web site. This is a hands-on course in which students will study all aspects of site creation from achieving a return on investment to how to optimize graphics for a web site.

**Course Contact/Clock Hours - 6 hrs.**

**Fee: \$175**

**Textbook/materials included.**

74220	W	Aug 19	9:00 AM – 4:00 PM	North Run, 132
74221	Th	Nov 12	9:00 AM – 1:00 PM	Featherstone, F109
23674	Th	Jan 21	9:00 AM – 1:00 PM	Chester, B126

### BUSC 2430 Using Social Media to Grow Your Business **NEW**

They're everywhere! Facebook, Twitter, MySpace, YouTube, Linked In ... the list seems endless and ever-growing. Are these programs here to stay? Are they more than playthings? How do you separate fad from trend? And most importantly, how can business take advantage of these technologies in a strategic, cost-effective way? In this hands on, 4-hour course, students will learn about social media marketing as well as creating their own business social media site.

**Course Contact/Clock Hours - 4 hrs.**

**Fee: \$99**

**Textbook/materials included.**

74222	Th	Sep 24	9:00 AM – 1:00 PM	North Run, 132
74223	F	Oct 30	9:00 AM – 1:00 PM	Featherstone, F109
74224	Th	Dec 10	9:00 AM – 1:00 PM	Chester, B126

### ITEC 2101 HTML/XHTML Level 1

Learn the basics of the Hypertext Markup Language (HTML) to create simple XHTML-compliant web pages. Topics covered include:

- basic HTML tags
- linking
- working with images
- text formatting and color

**Course Contact/Clock Hours - 6 hrs.**

**Fee: \$199**

**Textbook/materials included.**

10004	M	Jul 13	9:00 AM – 4:00 PM	Featherstone, F109
73722	M	Sep 14	9:00 AM – 4:00 PM	North Run, 132
73723	M	Nov 2	9:00 AM – 4:00 PM	Featherstone, F109

### ITEC 2102 HTML/XHTML Level 2

Learn to use Cascading Style Sheets (CSS) to format your website. Compare page layouts using tables versus CSS. Design and build effective forms to collect information on the Web. Topics include:

- working with tables
- cascading style sheets
- designing and creating forms
- page layout

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$349**

**Textbook/materials included.**

73724	MTu	Oct 5 – 6	9:00 AM – 4:00 PM	North Run, 132
23642	TuW	Jan 19 – 20	9:00 AM – 4:00 PM	Featherstone, F109

### ITEC 2059 Dreamweaver Level 1

This 2-day class is an introduction to the features and capabilities of Dreamweaver 8. It offers web designers a hands-on practical approach to designing and managing websites. Topics covered include:

- how to set up a website
- creating and formatting basic web pages
- linking
- working with images and creating an image map
- working with tables and posting web pages to a server via FTP

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$399**

**Textbook/materials included.**

10005	MTu	Jul 27 – 28	9:00 AM – 4:00 PM	Chester, B126
73725	MTu	Sep 28 – 29	9:00 AM – 4:00 PM	Featherstone, F109
73726	MTu	Nov 16 – 17	9:00 AM – 4:00 PM	North Run, 132

### ITEC 2060 Dreamweaver Level 2

Learn advanced features of Dreamweaver. Use page layout tools. Work with Dreamweaver's behaviors (JavaScript). Create cascading style sheets. Create templates and library items. Learn to maintain your web site. Textbook/materials included.

**Course Contact/Clock Hours - 12 hrs.**

**Fee: \$399**

**Textbook/materials included.**

73727	TuW	Oct 27 – 28	9:00 AM – 4:00 PM	Featherstone, F109
23643	MTu	Feb 1 – 2	9:00 AM – 4:00 PM	North Run, 132

Need a class and you don't see it listed here?

We can help! We offer custom-designed training for groups of 6 or more.

Call us at (804) 523-2292 or email us at [trainer@ccwa.vccs.edu](mailto:trainer@ccwa.vccs.edu)!

## Meet our Instructors

### *William H. "Bill" Flowers*

Bill dedicates his professional efforts focusing on meeting the online communication needs of small and medium size businesses, educational institutions and nonprofit organizations.

Working in the information technology field for over 20 years, Bill Flowers was one of the early innovators of online classes, interactive campus tours, web cams, and web casts of campus events, guest lectures and class sessions to local universities. In addition, Bill has presented workshops on effectively marketing your site, conducting usability tests and focus groups, and creating audience-driven Web sites.

BA, English, Virginia Commonwealth University  
Post-baccalaureate certificate, Information Systems,  
Virginia Commonwealth University



#### **JER Basic Internet Specialist Certificate**

Designed to help people learn more about the Web including terminology, finding information, and creating effective websites that sell. (Contact Hours: 10)

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)  
Begins Anytime \$99

#### **JER Learn How to Write Persuasive Web-Based Text**

The main objective of this course is to equip you with a proven method and persuasive writing technique. This course is specific to web-writing and is unique. It is designed specifically for content developers and practitioners who want to get the "target audience" to take action or shift their opinion or point of view. Since people cannot be expected to change their minds or take action if they are not predisposed to do so, this practical approach helps break down barriers that might otherwise preclude achieving a successful outcome. Course access is given up to 90 days. Mentor debriefing at end of course. (Contact Hours: 10)

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)  
Begins Anytime \$99

#### **JER Writing Web Content (Master Class)**

Write web content that persuades, informs, entertains, inspires, and sells. (Contact Hours: 30)

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)  
Begins Anytime \$325

#### **JER Architecting Web Content (Master Class)**

This is a professional level course in architecting and organizing your Web content. (Contact Hours: 30)

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)  
Begins Anytime \$325

#### **JER Creating Popular Web Content (Master Class)**

Write Web content that persuades your visitors to act, join the discussion, resolve their problems, and buy your products. (Contact Hours: 30)

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)  
Begins Anytime \$325