



GAIN NEW SKILLS

South Seattle Community College Continuing Education

offers instructor-facilitated online courses that are informative, fun, convenient, and highly interactive.

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 course entirely from your home or office, at any time of the day.

How To Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/southsea-pro/

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

4. Questions-call 206-768-6895

INSTRUCTOR-FACILITATED ONLINE CLASSES ~ START NOW!

Computer Applications (Microsoft 2003)

- ◆ Outlook
- ◆ Excel—all levels
- ◆ Word—all levels
- ◆ PowerPoint—all levels
- ◆ Publisher
- ◆ Visio
- ◆ Internet

Web Graphics & Multimedia

- ◆ CorelDraw
- ◆ Flash 8
- ◆ Photoshop CS3

English as a Second Language

- ◆ Writing for ESL
- ◆ Grammar for ESL
- ◆ Grammar for ESL

Writing

- ◆ Grammar Refresher
- ◆ English Composition
- ◆ Business Marketing Writing
- ◆ Effective Business Writing
- ◆ Resume Writing Workshop

Personal Development

- ◆ Administrative Assistant Fundamentals
- ◆ Leadership

Business Administration

- ◆ Customer Service Fundamentals
- ◆ High Speed Project Management
- ◆ Project Management Fundamentals
- ◆ Team Building (Building Teams that work)

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see a complete listing of courses and start dates.

www.ed2go.com/southsea-pro/

6 week classes
2 lessons a week
24 hour access

- ⇒ Visit the website to see all the course available
- ⇒ Read complete descriptions, class outlines and instructor bios
- ⇒ For answers to questions or help with registering:

Call the Continuing Education Office at 206-768-6895