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You can complete any course entirely from your home or office.

Any time of the day or night.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

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

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals

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

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

A to Z Grantwriting

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

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

How to Get Started:

1. Visit our Online Instruction Center:
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.

Requirements

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



Learn More

Instructions for 2 Semester Hours

Two Semester Hours of Graduate Credit are available from Ashland University. To qualify for graduate credit, the following requirements must be met:

QUIZZES

Each lesson ends with a short, multiple-choice quiz. These are designed to test your comprehension of the course material. When you complete a quiz, you will receive an instant analysis of your work. In order to get the most out of your class, you are encouraged to complete all of the quizzes. To qualify for semester hours, you must complete no less than ten quizzes with a minimum passing rate of 80% per quiz. You may re-take the quiz as many times as necessary to achieve a passing score. This requirement is for semester credit only, not CEUs.

PROJECT/ASSIGNMENT

One final assignment must be completed as referenced below in addition to the online coursework. Please choose only one. Participants wishing to receive only CEUs do not need to complete this final assignment. Custom made assignments better suited to meet the needs of your particular class may be arranged with North Central Ohio ESC. Contact Kathy Mohr with questions regarding your assignment. kmohr@ncoesc.org • 419-447-2927 x172

- 1. Application Paper:** Provide a paper describing the application of your class to your current job/classroom.
 - Two pages, typed, double-spaced, AND
 - One lesson plan to complement the application.
 - 12 point font/about 600-800 words, not including the lesson plan.
- 2. Research Paper:** Provide a paper describing further research of your class. Topic must be current beyond the syllabus/topic of the online coursework.
 - Three to four content pages plus reference page or bibliography
 - Typed, double-spaced
 - 12 point font/about 1,000-2,000 words



- 3. Project Paper:** Provide a paper describing further projects you could develop and/or recommend from your ed2go class. Projects must be original and unique beyond the syllabus/topic of the online coursework.
 - Three to four pages
 - Typed, double-spaced
 - 12 point font/about 1,000-2,000 words
- 4. Computer Basics:** For technology classes, provide a copy of one of the projects you developed during the course of your class. Choose the option appropriate to the course for which it is being submitted.
 - PowerPoint - 10 - 15 slides
 - Computer Basics/Integrated Software - two projects or applications (2 spreadsheet samples, 2 database samples, etc.)
- 5. Web Page Construction:** For web page construction classes, provide a LINK to the web page you developed. Your home page should have three additional LINKS on it.
- 6. Specific Written Assignment:** If you prefer, most classes are available with a specific, 10 question assignment paper available from North Central Ohio ESC (upon request to Kathy Mohr at kmohr@ncoesc.org). Each question is related to information presented in the class, and requires both



Instructions for 1 Semester Hour

One Semester Hour of Graduate Credit is available from Ashland University. To qualify for graduate credit, the following requirements must be met:

QUIZZES

Each lesson ends with a short, multiple-choice quiz. These are designed to test your comprehension of the course material. When you complete a quiz, you will receive an instant analysis of your work. In order to get the most out of your class, you are encouraged to complete all of the quizzes. To qualify for a semester hour, you must complete no less than ten quizzes with a minimum passing rate of 80% per quiz. You may re-take the quiz as many times as necessary to achieve a passing score. This requirement is for semester credit only, not CEUs.

PROJECT/ASSIGNMENT

One final assignment must be completed as referenced below in addition to the online coursework. Please choose only one. Participants wishing to receive only CEUs do not need to complete this final assignment.

- 1. Reflection Paper:** A one page Reflection Paper is due to complement your online ed2go class experience. This assignment is designed to summarize your thoughts of your overall class experience. Specific themes may include:
 - Your summary and evaluation of the class (what was good?
- what was poor?)
 - Your recommendations for further study.
 - Your plans for classroom implementation of the content you just learned. What sparked your interest? Your creativity?
 - 12 point font/about 400-500 words
- 2. Computer Basics:** For technology classes, provide a copy of one of the projects you developed during the course of your class. Choose the option appropriate to the course for which it is being submitted.
 - PowerPoint - 10 - 15 slides
 - Computer Basics/Integrated Software - one project or application (1 spreadsheet sample, 1 database sample, etc.)
- 3. Web Page Construction:** For web page construction classes, provide a LINK to the web page you developed. Your home page should have one additional LINK on it.
- 4. Specific Written Assignment:** If you prefer, most classes are available with a specific, 5 question assignment paper available from North Central Ohio ESC (upon request to Kathy Mohr at kmohr@ncoesc.org). Each question is related to information presented in the class, and requires both content mastery and application of knowledge.



Guidelines for either 1 OR 2 Semester Hours

- Assignments must be received by the North Central Ohio Educational Service Center no later than thirty days after the close of the class. After thirty days a grade of IP (In Progress) will be assigned.
- Projects/Assignments not submitted within 10 weeks of the conclusion of the class will result in a grade of U (Unsatisfactory) - which is final and not subject to modification.
- Assignments will only be returned if you include an appropriate self-addressed, stamped envelope/folder. **SAVE A TREE!** You can submit your assignment and certificate of completion online/email as attachments to: kmohr@ncoesc.org

Submission of your Assignment

When you submit your assignment, please provide the following information at the front of your document or project:

Your Name
EMail
Phone Number
Title of your Ed2Go Class
Title/Subject of your Paper/Project
1 OR 2 Semester Hours

Assignments are Pass/Fail. Participants will be notified directly if their assignment does not meet passing criteria.