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- NONPROFIT
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- COLLEGE READINESS
- COMPUTERS
- DATABASE MANAGEMENT
- DIGITAL PHOTOGRAPHY
- GRAPHIC DESIGN
- HEALTH CARE
- LANGUAGES
- LAW AND LEGAL
- MICROSOFT APPLICATIONS
- PERSONAL ENRICHMENT
- PROJECT MANAGEMENT
- TEACHING AND EDUCATION
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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.

Most courses run for six weeks (with a ten-day 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.

Start Dates:
New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:
All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:
1. Visit our Online Instruction Center:

   www.ed2go.com/carteret

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.

Project Management Courses
PMI approved courses for professional development in project management!

PMP Certification Prep 1
Begin a well-paying career as a project manager by preparing to take—and pass—the PMP® certification exam.

PMP Certification Prep 2
Prepare to take—and pass—the Project Management Institute's PMP® certification exam.

High Speed Project Management
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

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

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

Project Management Applications
Experienced project manager teaches you tricks of the project management trade.

Visit our Online Instruction Center to find more courses!

www.ed2go.com/carteret
ACCOUNTING & FINANCES

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

**Accounting Fundamentals II**
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

**Advanced Microsoft Excel**
Master advanced features and functions of Microsoft Excel, including analysis tools, data tables, PivotTables, and conditional formatting.

**Intermediate Microsoft Excel**
Take your Microsoft Excel skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

**Intermediate QuickBooks**
Master the advanced features of QuickBooks and learn to manage multiple company files, create customer statements, enter price levels for inventory, and receivables; and much more.

**Introduction to QuickBooks Online**
Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

**Introduction to Crystal Reports**
Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand.

**Introduction to Microsoft Excel**
Become proficient in using Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

**Introduction to QuickBooks**
Gain control of your business as you learn to use this powerful accounting software to create and print invoices, track your payables and receivables, and more.

**Introduction to QuickBooks Online**
Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

**Microsoft Excel - Pivot Tables**
Master all the features of Excel Pivot Tables, including little-known options and settings, layouts, calculated fields, multi-level subtotals, Pivot Charts, Timelines, and Slicers.

**Performing Payroll in QuickBooks**
Learn how to use QuickBooks to create paychecks, pay taxes, generate forms, and produce dazzling reports.

**QuickBooks for Contractors**
Learn how to use the Premier Contractor Edition of QuickBooks 2014 for your construction business to create contract estimates, perform time tracking and job costing, generate powerful reports, and much more.

**ARTS**

**Beginner's Guide to Getting Published**
Published writer shows you how to give yourself the credibility you need to get your books and articles published.

**Drawing for the Absolute Beginner**
Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

**Introduction to Guitar**
Master basic guitar skills and become the musician you've always wanted to be.

**Music Made Easy**
Learn the fundamentals of music theory. Be able to read, write, and play simple music.
INSTRUCTOR-LED ONLINE COURSES

BUSINESS COMMUNICATION

Building Teams That Work
What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

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.

BUSINESS SKILLS

Administrative Assistant Applications
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Business Finance for Non-Finance Personnel
This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Individual Excellence
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work.

Introduction to Windows Versions Available: 7, 8, 10
Learn how get the most from the Windows 8 operating system, including managing apps, programs, photos, files, and folders.

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

BUSINESS SOFTWARE

Master the advanced features and learn how to create an index, build a list of figures, design a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts.

Get up to speed with the latest developments, including how to manage your email, calendar, and contacts and how to get the most out of program tools.

Learn how to use Microsoft PowerPoint to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

Discover how to effectively plan, implement, manage, and control projects using Microsoft Project, the world’s most popular project management software.

Learn how to create and modify documents using Microsoft Word, the world’s most popular word processing program.
Purchasing Fundamentals
Improve your company’s bottom line by mastering the fundamentals of purchasing.

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Total Quality Fundamentals
Learn the basics of total quality management.

NONPROFIT

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors.

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.

Starting a Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality.

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

CHILDREN, PARENTS, AND FAMILY

Assisting Aging Parents
Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class.

Common Core Standards for English Language Arts K-5
Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom.

Empowering Students With Disabilities
Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

Genealogy Basics
Learn where to look, who to contact, and how to use research tools to begin an exciting exploration of your roots.

Homeschool With Success
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Luscious, Low-Fat, Lightning-Quick Meals
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

Marriage and Relationships: Keys to Success
Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond I do.

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer.

Response to Intervention: Reading Strategies That Work
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.

Singapore Math Strategies: Model Drawing for Grades 1-6
In this professional development course for teachers, you’ll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Singapore Math: Number Sense and Computational Strategies
In this teacher training course, you’ll learn Singapore’s innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.

Teaching Preschool: A Year of Inspiring Lessons
In this course on teaching preschoolers, you’ll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

Teaching Students With Learning Disabilities
Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.

Teaching Writing: Grades K-3
Learn how to nurture student writers in the early elementary classroom.

Understanding Adolescents
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

Romance Writing
Whether you’re a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

Introduction to Microsoft Excel 2010
Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Introduction to Lightroom 5
Learn how to use the tools in Adobe Photoshop Lightroom 5 to organize and edit your images, fine-tune lighting and color, and develop an efficient image processing workflow.

Introduction to Microsoft Project 2013
Discover how to effectively plan, implement, manage, and control projects using the world’s most popular project management software.

Teaching High School Students
Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.

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

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.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

Creating WordPress Websites
Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.
Instructor-Led Online Courses

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Creating a Classroom Web Site
Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Introduction to PHP and MySQL
Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

Classroom Computing

Blogging and Podcasting for Beginners
Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

Creating a Classroom Web Site
Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Integrating Technology in the Classroom
In this professional development course for teachers, you’ll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

Microsoft Excel 2007 in the Classroom
Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom.

Microsoft PowerPoint 2013 in the Classroom
In this course for teachers, you’ll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom.

Microsoft Word 2007 in the Classroom
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Teaching Smarter With SMART Boards
Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students’ attention.

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom
Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Computer Applications

Intermediate Dreamweaver CS6
Take your Adobe Dreamweaver skills to the next level with more advanced Web design techniques under the tutelage of a proven Web development expert.

Intermediate Flash CS5
Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.

Intermediate InDesign CC
Learn to use advanced features in Adobe InDesign Creative Cloud (CC) to produce professional brochures, forms, and documents.

Intermediate Photoshop
Versions Available: CS5, CS6, CC
Extend your Photoshop knowledge and learn how to enhance graphics by using layers, layer masks, and other advanced photo-editing features.

Introduction to Adobe Acrobat X
Learn how to use Adobe Acrobat X to create PDF files and take advantage of its many time-saving features, communication options, and forms.

Introduction to Adobe Edge Animate
Learn how to use Edge Animate, Adobe’s tool for creating graphics, animation, and interactive content for the Web and mobile devices.

Introduction to Digital Scrapbooking
Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

Introduction to Dreamweaver CS6
Learn to create Web pages, layouts, and websites using CSS formatting options and other tools with Adobe’s industry-standard Web design application.

Introduction to Flash CS5
Learn how to use Adobe Flash CS5 to create engaging Web sites, Flash movies, animation, and interactive applications.

Introduction to Illustrator CS6
Learn to design and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

College Readiness

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Human Anatomy and Physiology II
Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

Introduction to Algebra
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Introduction to Biology
Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.

Introduction to Chemistry
Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

Introduction to Statistics
Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

Math Refresher
Gain confidence in your basic math skills and start using math to your advantage.

Medical Math
Master the math skills you need to succeed in the medical field.

Learn from home!
Introduction to InDesign
Versions Available: CC, CS6
Learn how to use Adobe InDesign CS6, the industry-standard desktop publishing software program, to design professional-quality letterheads, brochures, eBooks, and more.

Introduction to Lightroom
Versions Available: 5, CC
Learn how to use the tools in Adobe Photoshop Lightroom to organize and edit your images, fine-tune lighting and color, and develop an efficient image processing workflow.

Introduction to Photoshop
CS5 and CS6 Course Available
Learn how to use Adobe Photoshop CS5, the world’s best graphics program, to edit and process photos and create original images.

Photoshop CC for the Digital Photographer
Learn how to use Adobe Photoshop Creative Cloud (also called Photoshop CC) to edit and enhance your photographic images.

Photoshop Elements for the Digital Photographer II
If you already know the basics of Photoshop CC, take your photo-editing skills to the next level by mastering its advanced features.

Photoshop Elements for the Digital Photographer
Versions Available: 9, 12, 13
Learn how to use Adobe Photoshop Elements to successfully edit and fix your photos and digital images.

Photoshop Elements or the Digital Photographer II
Versions Available: 9, 12, 13
Master the advanced features of Adobe’s Photoshop Elements, and learn to edit and enhance digital images, restore old photos, and merge images.

COMPUTER FUNDAMENTALS

Introduction to Linux
Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

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

Introduction to Programming
Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

Keyboarding
Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

LPI Linux Essentials Exam Prep
Master the Linux operating system using both the graphical desktop and the text-based command line environments and prepare for the Linux Professional Institute (LPI) Linux Essentials exam.

COMPUTER PROGRAMMING

Creating Mobile Apps with HTML5
Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

Intermediate C# Programming
Learn to write Graphical User Interface programs in the C# Programming Language.

Intermediate Java Programming
Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

Intermediate PHP and MySQL
Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.

Intermediate Visual Basic
Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.

Introduction to ASP.NET
Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to C# Programming
Learn the fundamentals of computer programming with the new C# programming language.

Introduction to C++ Programming
Learn to program in C++, even if you have no prior programming experience!

Introduction to Java Programming
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Perl Programming
Learn a programming skill that will make you a more valuable Web developer or system administrator.

Introduction to PHP and MySQL
Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

Introduction to Python 2.5 Programming
Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Introduction to Python 3 Programming
Enhance your résumé by adding Python to your programming skills.

Introduction to Visual Basic
Learn how to code for Windows applications using the Visual Basic programming language and development environment.

Mac, iPhone, and iPad Programming
Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

Microsoft Office
Online Courses

Learn Microsoft Office in Six Weeks From the Comfort of Home

Intro to Microsoft Word 2016
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

Intro to Microsoft Excel 2016
Learn to use basic, intermediate, and advanced features of Microsoft Excel.

Intro to Microsoft PowerPoint 2016
Learn to create professional-looking presentations using slide and layout masters that make global changes in a snap.

Intro to Microsoft Access 2016
Learn to build, edit, and maintain a database in Microsoft Access 2016, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information.

Intro to Microsoft Outlook 2016
Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

Intro to Windows 10
Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

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INSTRUCTOR-LED ONLINE COURSES

CREATIVE WRITING

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist.

Beginning Writer's Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

Breaking Into Sitcom Writing
Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.

Introduction to Screenwriting
Learn everything you need to know to write a great script, structure, character creation, and dialogue to marketing and selling your screenplay.

Journaling
Learn how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

Mystery Writing
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

Publish and Sell Your E-Books
Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world’s largest online bookstores.

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project.

Romance Writing
Whether you’re a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

The Craft of Magazine Writing
If you’re a determined new writer, this class will provide you with the skills you need to get published.

The Keys to Effective Editing
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Travel Writing
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.
Write and Publish Your Nonfiction Book
Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

Write Fiction Like a Pro
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox.

Writing for Children
Published children’s author shows you how to touch the hearts of children by creating books for them.

Writing for ESL
Learn how to write in English more effectively to succeed in college and at work.

Writing Young Adult Fiction
Develop your own young adult novel and learn how to break into one of today’s hottest publishing markets.

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

Workplace Law Essentials Value Suite
Whether you’re an aspiring paralegal or human resources professional, these courses will teach you the fundamentals of workplace legalities.

Writing and Editing Value Suite
Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

SERIES

Accounting Fundamentals Series
If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

C# Programming Series
Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java.

Creating WordPress Websites Series
This series of courses will take you from having zero experience and knowledge of web design to more advanced techniques.

Educator’s Fundamentals Series
Whether you’re a new teacher or seasoned veteran, these fundamental courses will help you gain control of your classroom and more effectively teach all learner types.

Grammar Refresher Series
These online courses will help you gain confidence in your ability to produce clean, grammatically correct work.

GRE Prep Series
With GRE Preparation – Part 1 and Part 2, you’ll be prepared for all aspects of the computerized GRE© revised General Test.

HTML and CSS Series
Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

Human Physiology Series
Understand the intricacies and inner workings of the human body in this two-part series.

Java Programming Series
Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

Medical Spanish Series
Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses.

Medical Terminology Series
Prepare for a career in the health services industry by learning medical terminology.

Microsoft Access 2016 Series
Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

Microsoft Excel 2016 Series
Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

Microsoft Word 2016 Series
This discounted bundle teaches you the ins and outs of Microsoft's newest release.

Oracle Series
Learn how to use the Oracle database management system and gain hands-on experience with Oracle's PL/SQL programming language.

PHP and MySQL Series
Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

PMP® Prep Series
Learn how to prepare for the Project Management Institute’s prestigious PMP® certification exam.

QuickBooks 2016 Series
Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

SAT/ACT Prep Series
This series will prepare you to excel in all sections of the undergraduate college entrance exams.

Speed Spanish Series
Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

SQL Series
SQL is one of the most requested skills from today’s data-driven employers. Learn the coding language in these easy to follow online courses.

Supervision and Management Series
Whether you’re new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

Teaching ESL Series
Explore what it means to be a teacher, how to understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your ESL classroom.

Veterinary Assistant Series
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Visual Basic Series
Learn how to write Windows applications and programs using the Visual Basic programming language.

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INSTRUCTOR-LED ONLINE COURSES

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business using this powerful software program.

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

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

DIGITAL PHOTOGRAPHY

Discover Digital Photography
An informative introduction to the fascinating world of digital photography.

Mastering Your Digital SLR Camera
Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

Photographing Nature with Your Digital Camera
Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photographing People With Your Digital Camera
Learn to take beautiful pictures of adults, children, and babies.

Secrets of Better Photography
Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

Travel Photography for the Digital Photographer
Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

POPULAR ONLINE COURSES

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

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

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

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

Creating WordPress Websites
Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

Human Anatomy and Physiology
Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

SAT/ACT Prep Course
Master the reading, writing, English, and science questions on the ACT and new SAT.

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.

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Our instructor-led online courses are informative, fun, convenient, affordable, and highly interactive. We focus on creating supportive communities for our learners. New course sessions begin monthly.

Complete any of these courses entirely from your home or office and at any time of the day or night.

• 24-Hour Access
• Discussion Areas
• 6 Week Format

Learn from the comfort of home!
DATABASE MANAGEMENT

Intermediate Oracle
Learn how to write powerful and flexible PL/SQL programs.

Intermediate SQL
Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.

Introduction to Database Development
An experienced professional guides you through a structured approach to database design and development.

Introduction to Oracle
Learn how to use the Oracle database management system to plan, organize, and manage your data.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

GRANT WRITING

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

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.

Get Grants!
Learn how to develop successful, fundable grants from experts in the field.

Nonprofit Fundraising Essentials
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

GRAPHIC DESIGN

Advanced Web Pages
Learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.

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

How to Get Started in Game Development
Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

HEALTH CARE AND MEDICAL

Explore a Career as a Pharmacy Technician
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

Become an Optical Assistant
Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities.

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.

Explore a Career in Medical Coding
Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career in Medical Transcription
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Explore a Career in Medical Writing
Take your first step toward a lucrative and rewarding career as a medical writer.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Explore a Career as an Administrative Medical Assistant
Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor’s office—from appointment scheduling and chart creation to medical billing and coding.

HIPAA Compliance
Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.

Legal Nurse Consulting
Begin a new career by helping attorneys understand and resolve medical cases and claims.

Medical Terminology II: A Focus on Human Disease
Learn medical terminology related to all 11 of the body’s organ systems, with an emphasis on human disease, diagnostic procedures, and treatment techniques.
INSTRUCTOR-LED ONLINE COURSES

**Languages**

- **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.

- **Spanish for Medical Professionals**
  Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

- **Easy English 3**
  Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

- **Enhancing Language Development in Childhood**
  Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

- **English for Law Enforcement**
  Learn the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

- **Spanish in the Classroom**
  Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

**Networking and Communications**

- **Intermediate Networking**
  Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.

- **Introduction to Networking**
  Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

- **Understanding the Cloud**
  Learn everything you need to truly understand the cloud—including how it works, what drives it, why it’s so popular, and how to make the cloud work for you.

- **Wireless Networking**
  Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

- **Advanced PC Security**
  Use ethical hacking techniques to locate and close security holes in your own network.

- **Introduction to PC Security**
  Security expert teaches the fundamentals of PC and network security.

**Law and Legal**

- **Explore a Career as a Paralegal**
  Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

- **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.

- **Real Estate Law**
  Learn the basics of real estate law, including investing, title searching, and mortgages.

**Speed Spanish**

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

**Supply Chain Management**

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

**Introduction to Google Analytics**

Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.
**Workers’ Compensation**
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

**MANAGEMENT AND LEADERSHIP**

**Achieving Success with Difficult People**
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

**Creating a Successful Business Plan**
Turn your business ideas into a solid plan for financing and long-term success.

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

**Distribution and Logistics Management**
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

**Employment Law Fundamentals**
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Managing Customer Service**
Become indispensable to any organization by understanding how to identify and meet customer needs.

**Mastering Public Speaking**
Learn the secrets of effective public speaking and small group communication.

**Understanding the Human Resources Function**
Learn to handle basic human resource functions to ensure the best possible results.

**Supply Chain Management Fundamentals**
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

**PERSONAL FINANCE AND INVESTMENTS**

**Introduction to Stock Options**
Learn how stock options can protect your portfolio and help you profit in any type of market.

**Real Estate Investing**
Build and protect your wealth by investing in real estate.

**Real Estate Investing II: Financing Your Property**
Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.

**Stocks, Bonds, and Investing: Oh, My!**
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

**Where Does All My Money Go?**
Learn how to get control of your money once and for all.

**PROJECT MANAGEMENT**

**High Speed Project Management**
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

**PMP Certification Prep 1**
Begin a well-paying career as a project manager by preparing to take—and pass—the PMP® certification exam.

**PMP Certification Prep 2**
Prepare to take—and pass—the Project Management Institute’s PMP® certification exam.

**Project Management Applications**
Experienced project manager teaches you tricks of the project management trade.

**Project Management Fundamentals**
Gain the skills you’ll need to succeed in the fast-growing field of project management.

**SALES AND MARKETING**

**Achieving Top Search Engine Positions**
Learn proven, step-by-step strategies to achieve higher positions with major search engines.

**Business and Marketing Writing**
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.

**Designing Effective Websites**
Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Expand your Microsoft Access skills to build better, more user-friendly Access databases.

**Introduction to Google Analytics**
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art Web analytics tools.

**PERSONAL DEVELOPMENT**

**Get Assertive!**
Find out how you can stop others from intimidating you or treating you poorly.

**Get Funny!**
Learn how to use humor to speak more effectively, write better, and increase your popularity.

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

**Grammar Refresher II**
Take your grammar and language mechanics skills to the next level, and master the building blocks of effective writing.

**Happy and Healthy Pregnancy**
In this course, you’ll learn how the stages of pregnancy affect your body, emotions, and budget, and how to prepare yourself and your family to welcome your new baby.

**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.

**Lose Weight and Keep It Off**
Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

**Merrill Ream Speed Reading**
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

**Resume Writing Workshop**
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

**Skills for Making Great Decisions**
Learn how to make excellent everyday decisions from an experienced counselor and life coach.

**Start Your Own Edible Garden**
Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

**The Analysis and Valuation of Stocks**
Discover valuable techniques that show you how to research and value stocks.

**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 in any economy.
Instructor-Led Online Courses

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.

Creating Classroom Centers

Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

Introduction to Microsoft Access

Learn to build, edit, and maintain a database in Access, using tables, reports, forms, and queries to give you fast access to all your important information.

Introduction to Microsoft Publisher

Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher.

Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

Using Social Media in Business

Learn how to use the five most popular social media platforms—Facebook, Twitter, Linkedin, Pinterest, and Google++—to grow and promote your business.

START YOUR OWN BUSINESS

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.

How to Make Money From Your Writing
You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you’re earning as a writer, you’ll find the how-to’s here.

Introduction to Interior Design
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

Introduction to Internet Writing Markets
A professional writer shows you how to make money writing on the Internet.

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.

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer.

Start a Pet Sitting Business
Discover how to translate your love of animals into a fun and profitable career.

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.

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist.

Start Your Own Gift Basket Business
Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

Start Your Own Online Business
Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.

Start Your Own Small Business
Stop dreaming and learn how to start your own successful small business.

Starting a Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others.

Writing and Selling Self-Help Books
Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling.

TEST PREP

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

GRE Preparation - Part 1 (Verbal and Analytical)
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

GRE Preparation - Part 2 (Quantitative)
Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

LSAT Preparation - Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

LSAT Preparation - Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

Praxis I Preparation
Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.

Prepare for the GED? Math Test
Master the skills you’ll need to pass the Mathematical Reasoning module in the 2014 GED® test series.

Prepare for the GED? Test
Want to pass the GED® test? This course will help you develop the skills you’ll need to succeed.

SAT/ACT Preparation - Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT.

SAT/ACT Preparation - Part 2
Master the math questions on the ACT and new SAT.
TEACHING AND EDUCATION

Content Literacy: Grades 6-12
Learn practical strategies for incorporating reading, writing, and the other literacy skills outlined in the Common Core State Standards into your content area for adolescent students.

Guided Reading and Writing: Strategies for Maximum Student Achievement
Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Teaching Math: Grades 4-6
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Teaching Science: Grades 4-6
Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Writing: Grades 4-6
In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers.

TECHNOLOGY CERTIFICATE PREP

Advanced CompTIA A+ Certification Prep
Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers, and how to network, secure, and troubleshoot.

Basic CompTIA A+ Certification Prep
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

CompTIA Network+ Certification Prep
Prepare to take and pass the CompTIA Network+ Exam and begin a career as a network tech.

CompTIA Security+ Certification Prep 1
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA Security+ Certification Prep 2
Continue to prepare for the CompTIA® Security+ exam as you review the information you need to pass the test and earn this important certification.

Intermediate CompTIA A+ Certification Prep
Take the second step toward becoming a CompTIA A+ certified tech by mastering virtualization, printers, and three flavors of the Windows operating system.

Advanced PC Security
Use ethical hacking techniques to locate and close security holes in your own network.

Introduction to PC Security
Security expert teaches the fundamentals of PC and network security.

VETERINARY

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Become a Veterinary Assistant II: Canine Reproduction
Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assassing the health of parents to puppy care.

WEB DESIGN

Advanced CSS3 and HTML5
Learn how to use exciting new features in CSS3 and HTML5 to design animated interactive websites for desktops, laptops, and mobile devices.

Creating WordPress Websites
Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

Creating WordPress Websites II
Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.

Intermediate CSS3 and HTML5
Take your CSS3 and HTML5 skills to the next level and learn how to create professional-quality websites.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to JavaScript
Build on your knowledge of HTML and CSS by learning to add interactivity to your Web pages using JavaScript code and jQuery.

Introduction to XML
Master the essentials of programming in XML and learn to control formatting, display graphics, manage XML documents, and much more.

Responsive Web Design
Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments.

Write Effective Web Content
Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

Become a Veterinary Assistant III: Practical Skills
Learn the practical skills you’ll need to be a valuable veterinary assistant or educated pet owner.

TOOLS FOR TEACHERS

Creating Classroom Centers
Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

Creating K-12 Learning Materials
Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Creating the Inclusive Classroom: Strategies for Success
In this professional development course for teachers, you’ll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity.

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

Differentiating K-12 Assessments
Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.

Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Solving Classroom Discipline Problems II
In this professional development course, you’ll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices.

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching.

Teaching Adult Learners
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom.

Teaching High School Students
Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.

Teaching Students With ADHD
Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

Teaching Students With Autism: Strategies for Success
Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom.

The Creative Classroom
Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom.

The Differentiated Instruction and Response to Intervention Connection
Learn how to combine two powerful educational approaches—Differentiated Instruction and Response to Intervention—so you can enable every student in your classroom to succeed.
Complete your courses anytime anywhere!

Instructor-Led  6-week format  Flexible Pace
Affordable  Student Friendly  Effective

New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

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