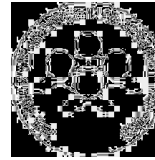


Public Service Training Program

Professional, Scientific and Technical Services (PS&T) Unit



Continuing Education Free Online Courses 2009-2011

A wide variety of online professional and personal development courses are available **free-of-charge** to PS&T Unit employees. They include:

- A to Z Grant Writing*
- Accounting Fundamentals I & II
- Achieving Success with Difficult People*
- Advanced Grant Proposal Writing
- Business Marketing Writing
- Creating a Successful Business Plan
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Effective Business Writing
- Employment Law Fundamentals
- Fundamentals of Technical Writing
- GMAT Preparation
- Grammar Refresher*
- GRE Preparation - Course 1 & 2
- High Speed Project Management
- Integrating Technology in the Classroom
- Intermediate Microsoft Excel 2007*
- Interpersonal Communication
- Introduction to Algebra
- Introduction to Business Analysis
- LSAT Preparation - Course 1 & 2
- Project Management Applications
- Project Management Fundamentals*
- Solving Classroom Discipline Problems
- Speed Spanish*
- Speed Spanish II & III
- Winning Strategy for the Courtroom
- Working Successfully with Learning Disabled Students
- Writing Effective Grant Proposals
- Writing Great Technical Documents

Course Schedule:

Courses marked with an * will be continuously offered. Additional courses will be offered on a rotating basis every quarter. Check the website for availability.

Course Dates:

Courses begin every three to five weeks. The course start dates are listed on the registration form for each course.

Contact Hours:

Courses may vary in length. However, most are six weeks long with a two-week grace period at the end. Employees should plan on committing approximately 24 hours in total to complete a six-week course.

CEUs:

Each course provides 2.4 Binghamton University Continuing Education Units (CEUs).

Registration:

Go to <https://ceo.binghamton.edu/goer/pst>, select a course, and click on "Register for this Course."

Additional Information:

For additional information, including start dates, requirements, structure, topics, and instructors go to <https://ceo.binghamton.edu/goer/pst>, select a course, and click on "More Information."

These courses may not be taken during work hours. No release time is provided.