

# FUNDAMENTALS ONLINE COURSES



**350+ COURSES**  
TO CHOOSE FROM!

**24/7 ACCESS**  
ANYTIME, ANYWHERE!

**FLEXIBLE**  
MONTHLY START DATES!

## COMPLETE YOUR COURSES ANYTIME ANYWHERE!

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

Visit our website to view start dates for the courses that interest you.

**Instructor-Facilitated**

**6-week format**

**Flexible Pace**

**Affordable**

**Student Friendly**

**Effective**

# 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.

## 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.



## POPULAR ONLINE COURSES

Learn from the comfort of home!

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

Our 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.

### Accounting Fundamentals

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

### Introduction to SQL

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

### Project Management Fundamentals

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

### Speed Spanish

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

### Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

### Beginning Writer's Workshop

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

### 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.

### A to Z Grant Writing

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

### Introduction to Microsoft Excel

Become proficient in using Microsoft Excel and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

### 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.

### Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

### 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.

Visit our website for more courses and view start dates for the courses that interest you!

Instructor-Facilitated

6-week format

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ONLINE COURSE CATEGORY  
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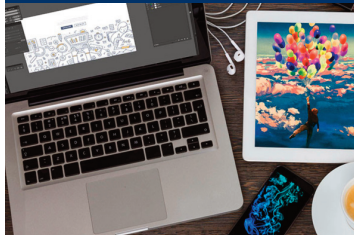
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**ARTS AND DESIGN**

- Creating WordPress Websites
- Designing Effective Websites
- Discover Digital Photography
- Drawing for the Absolute Beginner
- How to Get Started in Game Development
- Intermediate Dreamweaver CS6
- Intermediate InDesign CC
- Intermediate Photoshop CC
- Intermediate Photoshop CS5
- Intermediate Photoshop CS6
- Intermediate WordPress Websites
- Introduction to Digital Scrapbooking
- Introduction to Dreamweaver CS6
- Introduction to Guitar
- Introduction to Illustrator CS6
- Introduction to InDesign CC
- Introduction to InDesign CS6
- Introduction to Interior Design
- Introduction to Lightroom 5
- Introduction to Lightroom CC
- Introduction to Photoshop CC
- Introduction to Photoshop CS5
- Introduction to Photoshop CS6
- Mastering Your Digital SLR Camera
- Music Made Easy
- Photographing Nature with Your Digital Camera
- Photographing People With Your Digital Camera
- Photoshop CC for the Digital Photographer
- Photoshop CC for the Digital Photographer II
- Photoshop Elements 12 for the Digital Photographer
- Photoshop Elements 12 for the Digital Photographer II
- Photoshop Elements 13 for the Digital Photographer
- Photoshop Elements 13 for the Digital Photographer II
- Secrets of Better Photography
- Travel Photography for the Digital Photographer

**Adobe Online Course Value Suite**



Each course within the Value Suite will introduce you to the features and functionality of Adobe's latest creative software.

**Introduction to InDesign CS6**

Learn how to use Adobe InDesign CS6 to design professional-quality letterheads, brochures, eBooks, and more.

**Introduction to Illustrator CS6**

Learn to design and draw vector art, work with shape gradients, and manipulate color images.

**Introduction to Photoshop CS6**

Learn how to use Photoshop CS6 to edit photos and create original images.

**3 ONLINE COURSES**  
— for —  
**1 DISCOUNTED PRICE**

**Enroll Today and Save!**

**BUSINESS**

- A to Z Grant Writing
- A to Z Grant Writing II -Beyond the Basics
- Accounting Fundamentals
- Accounting Fundamentals II
- Achieving Success with Difficult People
- Achieving Top Search Engine Positions
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Building Teams That Work
- Business and Marketing Writing
- Business Finance for Non-Finance Personnel
- Computer Skills for the Workplace
- Creating a Successful Business Plan
- Distribution and Logistics Management
- Effective Business Writing
- Effective Selling
- Fundamentals of Supervision and Management
- Fundamentals of Supervision and Management II
- Get Assertive!
- Get Grants!
- Growing Plants for Fun and Profit
- High Performance Organization
- High Speed Project Management
- Individual Excellence
- Interpersonal Communication
- Introduction to Business Analysis
- Introduction to Google Analytics
- Introduction to Nonprofit Management
- Introduction to Stock Options
- Keys to Effective Communication
- Keys to Successful Money Management
- Leadership
- Learn to Buy and Sell on eBay
- Listen to Your Heart, and Success Will Follow
- Managing Customer Service
- Marketing Your Business on the Internet
- Marketing Your Nonprofit
- Mastering Public Speaking
- Mastery of Business Fundamentals
- Nonprofit Fundraising Essentials
- Personal Finance
- Professional Sales Skills
- Project Management Applications
- Project Management Fundamentals
- Project Management Fundamentals II
- Purchasing Fundamentals
- Pursuing Professional Development
- Real Estate Investing
- Resume Writing Workshop
- Six Sigma: Total Quality Applications
- Skills for Making Great Decisions
- Small Business Marketing on a Shoestring
- Start and Operate Your Own Home-Based Business
- Start Your Own Arts and Crafts Business
- Start Your Own Edible Garden
- Start Your Own Gift Basket Business
- Start Your Own Online Business
- Start Your Own Small Business
- Starting a Consulting Practice
- Starting a Nonprofit
- Stocks, Bonds, and Investing: Oh, My!
- Supply Chain Management Fundamentals
- Talent and Performance Management
- The Analysis and Valuation of Stocks
- Total Quality Fundamentals
- Twelve Steps to a Successful Job Search
- Understanding the Human Resources Function
- Using Social Media in Business
- Where Does All My Money Go?
- Writing Effective Grant Proposals
- Advanced Microsoft Excel 2007
- Advanced Microsoft Excel 2010

## 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 website to learn more!

## COMPUTER APPLICATIONS

Advanced Microsoft Excel 2013  
 Advanced Microsoft Excel 2016  
 Intermediate Microsoft Access 2010  
 Intermediate Microsoft Access 2013  
 Intermediate Microsoft Access 2016  
 Intermediate Microsoft Excel 2007  
 Intermediate Microsoft Excel 2010  
 Intermediate Microsoft Excel 2013  
 Intermediate Microsoft Excel 2016  
 Intermediate Microsoft Word 2007  
 Intermediate Microsoft Word 2010  
 Intermediate Microsoft Word 2013  
 Intermediate Microsoft Word 2016  
 Intermediate Oracle  
 Intermediate QuickBooks 2013  
 Intermediate QuickBooks 2014  
 Intermediate QuickBooks 2015  
 Intermediate QuickBooks 2016  
 Intermediate QuickBooks 2017  
 Introduction to Adobe Acrobat X  
 Introduction to Crystal Reports  
 Introduction to Microsoft Access 2010  
 Introduction to Microsoft Access 2013  
 Introduction to Microsoft Access 2016  
 Introduction to Microsoft Excel 2007  
 Introduction to Microsoft Excel 2010  
 Introduction to Microsoft Excel 2013  
 Introduction to Microsoft Excel 2016  
 Introduction to Microsoft Outlook 2010  
 Introduction to Microsoft Outlook 2013  
 Introduction to Microsoft PowerPoint 2010

Introduction to Microsoft PowerPoint 2013  
 Introduction to Microsoft PowerPoint 2016  
 Introduction to Microsoft Project 2010  
 Introduction to Microsoft Project 2013  
 Introduction to Microsoft Project 2016  
 Introduction to Microsoft Publisher 2010  
 Introduction to Microsoft Publisher 2013  
 Introduction to Microsoft Word 2007  
 Introduction to Microsoft Word 2010  
 Introduction to Microsoft Word 2013  
 Introduction to Microsoft Word 2016  
 Introduction to Oracle  
 Introduction to PC Troubleshooting  
 Introduction to QuickBooks 2013  
 Introduction to QuickBooks 2014  
 Introduction to QuickBooks 2015  
 Introduction to QuickBooks 2016  
 Introduction to QuickBooks 2017  
 Introduction to QuickBooks Online  
 Introduction to Windows 10  
 Introduction to Windows 8  
 Keyboarding  
 Microsoft Excel - Pivot Tables  
 Performing Payroll in QuickBooks 2013  
 Performing Payroll in QuickBooks 2014  
 Performing Payroll in QuickBooks 2015  
 QuickBooks 2013 for Contractors  
 QuickBooks 2015 for Contractors  
 QuickBooks for Contractors 2014  
 What's New in Microsoft Office 2013

# Microsoft Office Online Courses



## Learn Microsoft Office in Six Weeks From 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 how to use Microsoft PowerPoint 2016 (now available through Office 365) 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.

Visit our Website to find more courses!

## Keyboarding



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

There's Still Time to Enroll:

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

## 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.

There's Still Time to Enroll

## COMPUTER PROGRAMMING

Advanced CSS3 and HTML5  
 Advanced Web Pages  
 Blogging and Podcasting for Beginners  
 Creating Mobile Apps with HTML5  
 Creating Web Pages  
 Intermediate C# Programming  
 Intermediate CSS3 and HTML5  
 Intermediate Java Programming  
 Intermediate PHP and MySQL  
 Intermediate SQL  
 Intermediate Visual Basic  
 Introduction to ASP.NET  
 Introduction to C# Programming  
 Introduction to C++ Programming  
 Introduction to CSS3 and HTML5  
 Introduction to Database Development

Introduction to Java Programming  
 Introduction to JavaScript  
 Introduction to PHP and MySQL  
 Introduction to Programming  
 Introduction to Python 2.5 Programming  
 Introduction to Python 3 Programming  
 Introduction to SQL  
 Introduction to Visual Basic  
 Introduction to XML  
 Mac, iPhone, and iPad Programming  
 Responsive Web Design

## CONSTRUCTION AND TRADES

Manufacturing Applications  
 Manufacturing Fundamentals

## Web Design Value Suite

This series of courses take you through the art of building web pages to coding in JavaScript, CSS3 and HTML5. You'll learn to plan content and structure including formatting text, building links, adding color, including graphics and tables, and developing areas of interactivity.



ONLINE LEARNING

### Creating Web Pages

If you've always wanted to learn how to create your own website, this course is for you! Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. Learn about the capabilities of the web and the fundamentals of web design.

### Introduction to CSS3 and HTML5

In this course, you will learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques! Take your existing HTML skills to the next level and start building sites like the pros.

### Introduction to JavaScript

This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible



Enroll or view all our online courses at:

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

## HEALTH AND FITNESS

Become a Physical Therapy Aide  
 Become a Veterinary Assistant  
 Become a Veterinary Assistant II: Canine Reproduction  
 Become a Veterinary Assistant III: Practical Skills  
 Become an Optical Assistant  
 Certificate in Brain Health  
 Certificate in Complementary and Integrative Health  
 Certificate in End of Life Care  
 Certificate in Energy Medicine  
 Certificate in Food, Nutrition, and Health  
 Certificate in Gerontology  
 Certificate in Global Healing Systems  
 Certificate in Healing Environments for Body, Mind, and Spirit  
 Certificate in Healthy Aging  
 Certificate in Holistic and Integrative Health  
 Certificate in Holistic and Integrative Health: Foundations 1  
 Certificate in Holistic and Integrative Health: Foundations 2  
 Certificate in Holistic and Integrative Health: Foundations 3  
 Certificate in Infectious Diseases and Infection Control  
 Certificate in Integrative Mental Health  
 Certificate in Legal and Ethical Issues in Healthcare  
 Certificate in Meditation  
 Certificate in Mindfulness  
 Certificate in Music Therapy and Sound Healing  
 Certificate in Nutrition, Chronic Disease, and Health Promotion  
 Certificate in Pain Assessment and Management  
 Certificate in Perinatal Issues  
 Certificate in Spirituality, Health, and Healing  
 Certificate in Starting Your Own Business in Health and Healing  
 Certificate in Stress Management

Certificate in Violence Prevention and Awareness  
 Certificate in Womens Health Issues  
 Explore a Career as a Pharmacy Technician  
 Explore a Career as an Administrative Medical Assistant  
 Explore a Career in Medical Coding  
 Explore a Career in Medical Transcription  
 Explore a Career in Medical Writing  
 Explore a Career in Nursing  
 Genealogy Basics  
 Handling Medical Emergencies  
 Happy and Healthy Pregnancy

Helping Elderly Parents  
 HIPAA Compliance  
 Introduction to Natural Health and Healing  
 Lose Weight and Keep It Off  
 Luscious, Low-Fat, Lightning-Quick Meals  
 Marriage and Relationships: Keys to Success  
 Medical Math  
 Medical Terminology II: A Focus on Human Disease  
 Medical Terminology: A Word Association Approach  
 Spanish for Medical Professionals  
 Spanish for Medical Professionals II

Explore a Career in Healthcare

ONLINE COURSE SUITE

3 ONLINE COURSES

— for —

1 DISCOUNTED PRICE



If you're considering a career in healthcare, this group of online courses will introduce you to three different opportunities within the industry.

**Explore a Career in Medical Coding**  
 Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

**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.

**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.

Enroll Today and Save!

## HOSPITALITY

Secrets of the Caterer  
Start a Pet Sitting Business  
Wow, What a Great Event!

## INFORMATION TECHNOLOGY

Advanced PC Security  
CompTIA Security+ Certification Prep 1  
CompTIA Security+ Certification Prep 2  
Intermediate Networking  
Introduction to Networking  
Introduction to PC Security  
Understanding the Cloud  
Wireless Networking

### Introduction to Networking



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

**There's Still Time to Enroll**

## LANGUAGE

Beginning Conversational French  
Content-Based Instruction for Language Learners  
Conversational Japanese  
Discover Sign Language  
Easy English 1  
Easy English 2  
Easy English 3  
Get Funny!  
Grammar for ESL  
Instant Italian  
Making the Most of Learner Dictionaries (American Edition)  
Making the Most of Learner Dictionaries (British Edition)  
Spanish for Law Enforcement  
Spanish for Medical Professionals  
Spanish in the Classroom  
Speed Spanish  
Speed Spanish II  
Speed Spanish III

## LEGAL

Employment Law Fundamentals  
Explore a Career as a Paralegal  
Introduction to Criminal Law  
Legal Nurse Consulting  
Real Estate Law  
Workers' Compensation

### Speed Spanish



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

**There's Still Time to Enroll**

## MATH AND SCIENCE

Human Anatomy and Physiology  
Human Anatomy and Physiology II  
Introduction to Algebra  
Introduction to Biology  
Introduction to Chemistry  
Introduction to Statistics  
Math Refresher

### 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.

**There's Still Time to Enroll:**



# Suites and Series Bundles

LEARN FROM HOME



- 6 Week Format
- 24-Hour Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new.

SAVE!

## SUITE BUNDLES

Accounting with Excel Suite	Health and Well-Being Bundle	Presentation Skills Suite
Administrative Assistant Suite	Health Care Entrepreneurship Bundle	Project Management Suite
Adobe Value Suite	Healthy Living Suite	Reading Strategies Suite
Aging and Health Bundle	Healthy Relationships Suite	Real Estate Suite
Animal Lover Suite	Leadership Suite	Sales Training Suite
Basic Computer Skills Suite	Medical Office Basics Suite	Self-Improvement Suite
Computer Networking Suite	Microsoft Office 2016 Value Suite	Small Business Suite
Creative Writing Value Suite	Mind-Body Therapies Bundle	Soft Skills Suite
Digital Marketing Suite	New Career Suite	Stock Trading Suite
Easy English Bundle	New Manager Suite	Supply Chain Suite
Entrepreneurship Suite	Nonprofit Management and Grant Writing Suite	Web Design Value Suite
Event Planning Suite	Nonprofit Suite	Women's Health Bundle
Explore a Career in Healthcare Suite	Nutrition and Health Bundle	Workplace Law Essentials Value Suite
Financial Analyst Suite	Pain Management and End of Life Bundle	Writing and Editing Value Suite
Global Health and Healing Bundle	Photography Suite	
Grant Writing Suite		

## SERIES BUNDLES

A to Z Grant Writing Series	Medical Spanish Series	QuickBooks 2016 Series
Accounting Fundamentals Series	Medical Terminology Series	QuickBooks 2017 Series
C# Programming Series	Microsoft Access 2016 Series	SAT/ACT Prep Series
Creating WordPress Websites Series	Microsoft Excel 2016 Series	Speed Spanish Series
Educator's Fundamentals Series	Microsoft Word 2016 Series	SQL Series
Grammar Refresher Series	Oracle Series	Supervision and Management Series
GRE Prep Series	PHP and MySQL Series	Teaching ESL Series
HTML and CSS Series	Project Management Fundamentals Series	Veterinary Assistant Series
Human Physiology Series	Project Management Professional (PMP) Prep Series	Visual Basic Series
Java Programming Series		

**Instructor-Facilitated   6-week format   Flexible Pace   Affordable   Student Friendly   Effective**

## TEACHER PROFESSIONAL DEVELOPMENT

An Introduction to Corpora in English Language Teaching	Language Learning Technologies for K-12 Teachers	Teaching Students With Autism: Strategies for Success
An Introduction to Language Assessment in the K-12 Classroom	Merrill Ream Speed Reading	Teaching Students With Learning Disabilities
An Introduction to Task-based Teaching	Microsoft PowerPoint 2013 in the Classroom	Teaching Writing: Grades 4-6
An Introduction to Teaching English to Young Learners	Practical Ideas for the Adult ESL/EFL Classroom	Teaching Writing: Grades K-3
An Introduction to Teaching ESL/EFL	Ready, Set, Read!	The Creative Classroom
Assessing Language Ability in Young Adults and Adults	Response to Intervention: Reading Strategies That Work	The Differentiated Instruction and Response to Intervention Connection
Common Core Standards for English Language Arts K-5	Singapore Math Strategies: Advanced Model Drawing for Grades 6-9	Understanding Adolescents
Communicative Teaching for the ESL/EFL Classroom	Singapore Math Strategies: Model Drawing for Grades 1-6	Using the Internet in the Classroom
Content Literacy: Grades 6-12	Singapore Math: Number Sense and Computational Strategies	
Creating a Classroom Website	Solving Classroom Discipline Problems	
Creating Classroom Centers	Solving Classroom Discipline Problems II	
Creating the Inclusive Classroom: Strategies for Success	Spanish in the Classroom	
Developing ESL/EFL Listening Comprehension	Survival Kit for New Teachers	
Differentiated Instruction in the Classroom	Teaching Adult Learners	
Differentiating K-12 Assessments	Teaching High School Students	
Empowering Students With Disabilities	Teaching Lexically	
Enhancing Language Development in Childhood	Teaching Math: Grades 4-6	
Guided Reading and Writing: Strategies for Maximum Student Achievement	Teaching Preschool: A Year of Inspiring Lessons	
Guided Reading: Strategies for the Differentiated Classroom	Teaching Science: Grades 4-6	
Homeschool With Success	Teaching Smarter With SMART Boards	
Integrating Technology in the Classroom	Teaching Students With ADHD	

## WRITING

Advanced Fiction Writing
Beginner's Guide to Getting Published
Beginning Writer's Workshop
Fundamentals of Technical Writing
Grammar Refresher
Grammar Refresher II
How to Make Money From Your Writing
Introduction to Internet Writing Markets
Introduction to Journaling
Introduction to Screenwriting
Mystery Writing
Publish and Sell Your E-Books
Research Methods for Writers
Romance Writing
The Craft of Magazine Writing
The Keys to Effective Editing
Travel Writing
Write and Publish Your Nonfiction Book
Write Effective Web Content
Write Fiction Like a Pro
Write Your Life Story
Writeriffic: Creativity Training for Writers
Writing Essentials
Writing for Children
Writing for ESL
Writing the Fantasy Novel
Writing Young Adult Fiction

## TEST PREP

Advanced CompTIA A+ Certification Prep	LSAT Preparation - Part 2
Basic CompTIA A+ Certification Prep	Praxis Core Preparation
CompTIA Network+ Certification Prep	Prepare for the GED Math Test
GMAT Preparation	Prepare for the GED Test
GRE Preparation - Part 1 (Verbal and Analytical)	Project Management Professional (PMP) Prep I
GRE Preparation - Part 2 (Quantitative)	Project Management Professional (PMP) Prep II
Intermediate CompTIA A+ Certification Prep	SAT/ACT Prep Course - Part 1
LPI Linux Essentials Exam Prep	SAT/ACT Prep Course - Part 2
LSAT Preparation - Part 1	

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# ONLINE COURSE CATALOG

**COMPLETE YOUR COURSES ANYTIME ANYWHERE!**