

# ONLINE COURSES

**350+ COURSES  
TO CHOOSE FROM!**

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

**FLEXIBLE  
MONTHLY START DATES!**

Instructor-Facilitated

6-Week Format

Flexible Pace

Affordable

Student Friendly

Effective

## COMPLETE YOUR ONLINE COURSES ANYTIME ANYWHERE!

Our 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.

## 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.

## GETTING 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.

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## ARTS AND DESIGN



### GRAPHIC ARTS

#### 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.

#### Adobe Value Suite

Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe's powerful image and graphic design software.

#### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

#### Intermediate InDesign CC

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

#### Intermediate Photoshop CC

Explore the more advanced features of Intermediate Photoshop CC so you can re-edit photos and graphics, resize images, and create reusable page layout templates.

#### Intermediate Photoshop CS5

Take your Adobe Photoshop CS5 skills to the next level by mastering layers, layer masks, Smart Objects, and other advanced features that let you re-edit images easily long after you create them.

#### Intermediate Photoshop CS6

Extend your Photoshop knowledge and learn how to enhance graphics by using layers, layer masks, and other advanced photo-editing features.

#### 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 Guitar

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

#### Introduction to Illustrator CS6

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

#### Introduction to InDesign CC

Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks, business materials and more.

#### Introduction to InDesign 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 Interior Design

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

#### Introduction to Photoshop CS5

Learn how to use Adobe Photoshop CS5, the world's best graphics program, to edit and process photos and create original images.

#### Introduction to Photoshop CS6

Learn how to use Photoshop CS6, the world's best graphics program for photographers, to edit photos and create original images.

#### Introduction to Photoshop CC



Learn how to use Adobe Photoshop CC, the world's best graphics program, to edit and process photos and create original images.

#### Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

#### Typography

This online, self-paced course will teach you the theory of typography and how to apply it to web design projects.

#### Instructional Design Training



This self-paced course will teach you the concepts and applications of instructional design.

 = Self-Paced option offered for these Instructor-Led courses.

## PHOTOGRAPHY

### Discover Digital Photography 📷

An informative introduction to the fascinating world of digital photography.

### Introduction to Lightroom Classic CC

Learn to use the tools in Adobe Photoshop Lightroom Classic CC for the cloud to organize and edit your images, fine-tune lighting and color, and develop an efficient image-processing workflow.

### Mastering Your Digital SLR Camera 📷

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

### 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.

### Photography Suite

Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business.

### Photoshop CC for the Digital Photographer 📷

Learn how to use Adobe Photoshop Creative Cloud to edit and enhance your photographic images.

### Photoshop CC for the Digital Photographer II 📷

Take your photo-editing skills to the next level by mastering its advanced features.

### Photoshop Elements for the Digital Photographer

Learn how to use the tools and features of Adobe Photoshop Elements for editing and fixing your digital photos and images.

### Photoshop Elements for the Digital Photographer II

Master the advanced features of Adobe's Photoshop Elements, and learn to edit and enhance digital images, restore old photos, and merge images.

### 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.

## WEB DESIGN

### Color Theory

📷 Only Available as a Self-Paced Tutorial

This self-paced course will teach you the basics of working with color in web design.

### Creating WordPress Websites 📷

Learn how to create websites with WordPress, the world's most popular website building platform.

### Creating WordPress Websites Series

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

### Designing Effective Websites 📷

Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective.

### Intermediate WordPress Websites 📷

Learn how to build unique WordPress sites where visitors can respond to messages, fill out forms, buy products, make appointments, and much more.

### Web Design Value Suite

Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and Javascript.



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

## Adobe Value Suite Online Courses

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.

📷 = Self-Paced option offered for these Instructor-Led courses.



## BUSINESS

### ACCOUNTING

#### 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.

#### 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. You will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

#### Accounting with QuickBooks Online Suite

This suite of courses will teach you the fundamentals of accounting with QuickBooks Online. You'll learn the essentials of double-entry bookkeeping and managing the financial aspects of your small business quickly and efficiently using QuickBooks.

#### Financial Analyst Suite

Master the skills and develop the knowledge you need to be successful in Accounting and Business Analysis.

#### QuickBooks Online with Microsoft Excel 2019

If you work with large financial data sets, this course will teach you how to manage, track and update this information with Microsoft Excel 2019 and QuickBooks Online.

### ADMINISTRATIVE

#### 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

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

#### Administrative Assistant Suite

In this discounted bundle suite, you will learn the skills you need to excel as an administrative professional or executive assistant.

#### Basic Computer Skills Suite

Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

#### Computer Skills for the Workplace

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

#### Event Planning Suite

Learn the secrets of a caterer and how to create and coordinate successful special events so that you can be poised to produce any type of event.

#### 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.

 = Self-Paced option offered for these Instructor-Led courses.

## BUSINESS (CONTINUED)

**Nonprofit Management and Grant Writing Suite**

Learn everything you need to know to enter the world of non-profits and writing grant proposals.

**COMMUNICATION****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.

**Get Assertive!**

Find out how you can stop others from intimidating you or treating you poorly.

**Interpersonal Communication**

Become aware of the conscious and unconscious codes of meaning people 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.

**Mastering Public Speaking**

Learn the secrets of effective public speaking and small group communication.

**Presentation Skills Suite**

Learn everything you need to know to master public speaking, create PowerPoint presentations, and incorporate humor into your presentation delivery.

**Persuasive Communication**

**Only Available as a Self-Paced Tutorial**  
Learn communication skills in order to improve your communication effectiveness.

**FINANCE****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.

**Introduction to Stock Options**

Learn how stock options can protect your portfolio and help you profit in any type of market.

**Keys to Successful Money Management**

Learn as a certified financial planner shows you how most wealthy people build their fortunes.

**Personal Finance**

Protect your assets and discover how best to achieve all your financial goals.

**Real Estate Investing**

Build and protect your wealth by investing in real estate.

**Real Estate Suite**

These courses will help you understand what it takes to build wealth, how to invest in real estate, and legalities surrounding real estate.

**Stock Trading Suite**

Learn how to make wise investment decisions and discover valuable techniques that show you step-by-step how to research and value stocks.

**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.

**The Analysis and Valuation of Stocks**

Discover valuable techniques that show you step-by-step how to research and value stocks.

**Where Does All My Money Go?**

Learn how to get control of your money once and for all.

**MARKETING AND SALES****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.

**Digital Marketing Suite**

Learn how to develop an Internet marketing plan, use popular social media platforms, and achieve higher positions within major search engines.

**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.

**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.

**Marketing Your Business on the Internet**

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

**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.

**Professional Sales Skills**

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

**Sales Training Suite**

Learn the skills you need to obtain a lucrative career in sales. This group of online sales classes will teach you everything from communication to closing the deal.

**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 for little or no money.

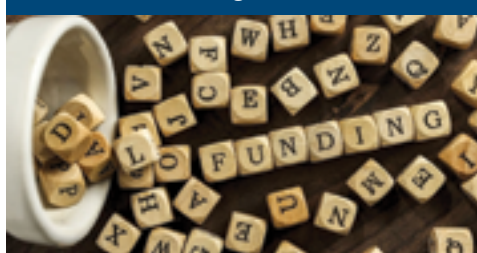
**Using Social Media in Business**

Learn how to use the five most popular social media platforms: Facebook, Twitter, LinkedIn, Pinterest, and Instagram to grow and promote your business.

= Self-Paced option offered for these Instructor-Led courses.

## BUSINESS (CONTINUED)

## OPERATIONS

**A to Z Grant Writing** 📺

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

**A to Z Grant Writing II - Beyond the Basics** 📺

Sharpen your grant research skills, write the most important sections of grant applications, and learn the types of grants available.

**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.

**Creating a Successful Business Plan** 📺

Turn your business ideas into a solid plan for financing and long-term success.

**Collaborative Problem Solving**

📺 Only Available as a Self-Paced Tutorial

This course will help you develop the collaborative problem-solving skills you need to succeed in virtually any work environment as you focus on the importance and many benefits of working in teams.

**Distribution and Logistics Management** 📺

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

**Entrepreneurship Suite**

Ready to start your own business? Let this discounted set of online courses hone your entrepreneurial spirit and help get your business going.

**Get Grants!** 📺

Learn how to develop successful, fundable grant proposals from experts in the field.

**Grant Writing Suite**

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

**High Performance Organization** 📺

This course will teach you how to turn your company into a High-Performance Organization (HPO), which can help to increase profits, develop a high rate of success, and become a desirable workplace.

**Human Resource Management Suite**

These courses will teach you how to handle basic human resource functions, how to attract and retain top talent to be competitive in the global marketplace, as well as how to turn your company into a high performance workplace to increase profits, achieve a high rate of success, and become a desirable workplace.

**Introduction to Business Analysis** 📺

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

**Managing Customer Service** 📺

Become indispensable to any organization by understanding how to identify and meet customer needs.

**Mastery of Business Fundamentals** 📺

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

**New Career Suite**

Design a life that makes you happy by understanding your own interests, values, needs and abilities and using that to help find your perfect job. You will learn how to create an effective resume or transform your current one into a powerful tool that will get you interviews and the job you want quickly and easily in any economy.

**Productivity and Benchmarking**

📺 Only Available as a Self-Paced Tutorial

In this course, you will learn how to develop benchmarks, monitor performance, and apply benchmark results to improve organizational efficiency and productivity.

**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.

**Starting a Nonprofit**

Learn as an industry veteran shows you how to take a nonprofit business from vision to reality.

**Supply Chain Management Fundamentals** 📺

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

**Supply Chain Suite**

Discover and master the fundamentals of purchasing and supply chain management with this group of online classes.

**Talent and Performance Management** 📺

This course will prepare you for a career as a Talent Management professional. You will learn key issues facing organizations and their ability to attract and retain top talent in order to compete in a global marketplace.

**Total Quality Fundamentals** 📺

Learn the basics of total quality management.

**Twelve Steps to a Successful Job Search** 📺

A World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

**Understanding the Human Resources Function** 📺

Learn to handle basic human resource functions to ensure the best possible results.

**Writing Effective Grant Proposals** 📺

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

## 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.

**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.

**Nonprofit Suite**

Want to enter the world of working for non-profits? Or are you wanting to start your own non-profit? Let this discounted suite of courses teach you everything you need to know.

📺 = Self-Paced option offered for these Instructor-Led courses.

## BUSINESS (CONTINUED)

**Project Management Applications** 📺

An 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.

**Project Management Fundamentals II** 📺

Learn 10 essential skills every project manager needs to successfully plan and manage projects.

**Project Management Fundamentals Series**

In this group of project management online classes, you'll be introduced to the fundamentals of project management, tools for success, and high speed management tactics.

**Project Management Professional (PMP) Prep Series**

Learn how to prepare for the Project Management Institute's prestigious PMP certification exam.

**Project Management Suite**

In this suite, learn the essentials of project management as you learn to plan, implement, control, and close any type of project along with essential quantitative and qualitative project management applications.

**SMALL BUSINESS****Growing Plants for Fun and Profit** 📺

An industry professional teaches you everything you need to prosper in the backyard nursery business.

**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.

**Small Business Suite**

Master the skills and develop the knowledge you need to fulfill your dreams of creating, building and marketing your own business.

**Start and Operate Your Own Home-Based Business** 📺

Learn 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 Edible Garden** 📺

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

**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.

**SOFT SKILLS****Achieving Success with Difficult People** 📺

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

**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.

**Diversity Training for Employees and Managers**

📺 **Only Available as a Self-Paced Tutorial**  
Gain a better understanding of what others bring to the table as you learn to respect others and collaborate in diverse environments

**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.

**Leadership** 📺

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

**Leadership Suite**

Leading a team requires a unique ability to manage teams, make decisions, and work with a variety of personalities. Learn all of these skills in the Leadership Suite.

**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.

**New Manager Suite**

Learn how to be an effective manager or supervisor by developing leadership skills that can help you gain the respect and admiration of others. You will also learn how to master the basics of business and organizations, the people skills required to motivate and delegate, the tools for solving problems and resolving conflicts, and the basics of communicating effectively.

**Resume Writing Workshop** 📺

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

**Self-Improvement Suite**

Learn career-enhancing skills including goal setting, time management, personal organization, and creativity.

**Skills for Making Great Decisions** 📺

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

**Soft Skills Suite**

Want to brush up on your soft skills? This suite of courses teaches everything from working with tough personalities to making better business decisions.

**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.

**Supervisor Suite**

Sharpen your management skills by learning how to better lead teams, resolve conflicts, and adhere to workplace laws.

📺 = Self-Paced option offered for these Instructor-Led courses.

## COMPUTER APPLICATIONS



### MICROSOFT

#### Accounting with Excel 2016 Suite

Master the skills and develop the knowledge you need to increase your financial awareness, while sharpening your Excel skills to add time-saving functions to your repertoire.

#### Accounting with MS Excel 2019 Suite

The online course suite will help you master fundamental accounting skills and learn Microsoft Excel 2019.

#### Advanced Microsoft Excel 2010

Discover the advanced features and functions of Microsoft Excel 2010, including data analysis tools, database techniques, and advanced methods for using PivotTables.

#### Advanced Microsoft Excel 2013

Master advanced features and functions of Microsoft Excel 2013, including analysis tools, data tables, PivotTables, and conditional formatting.

#### Advanced Microsoft Excel 2016

Master advanced features and functions of Microsoft Excel 2016, including data analysis tools, data tables and databases, PivotTables, custom controls, importing external data, and conditional formatting.

#### Advanced Microsoft Excel 2019/Office 365

In this hands-on course, you will learn Microsoft Excel 2019/Office 365's advanced functions and often-overlooked features, including data analysis tools, data tables and databases, custom controls, and PivotTables.

#### Intermediate Microsoft Access 2010

Learn how to build more intuitive and powerful Microsoft Access 2010 databases.

#### Intermediate Microsoft Access 2013

Learn how to use Microsoft Access 2013's advanced features to build more intuitive and powerful databases.

#### Intermediate Microsoft Access 2016

Master more advanced techniques for this powerful database program, including importing Excel spreadsheets as tables, creating query calculations to crunch numbers, and using Visual Basic to automate common tasks.

#### Intermediate Microsoft Access 2019/Office 365

If you use Microsoft Access, this course will help you manage databases more efficiently by advancing your skill set through hands-on lessons.

#### Intermediate Microsoft Excel 2010

Take your Microsoft Excel 2010 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

#### Intermediate Microsoft Excel 2013

Take your Microsoft Excel 2013 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

#### Intermediate Microsoft Excel 2016

Take your Microsoft Excel 2016 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

 = Self-Paced option offered for these Instructor-Led courses.

## COMPUTER APPLICATIONS (CONTINUED)

**Intermediate Microsoft Excel 2019/Office 365** 📺

If you use Microsoft Excel, this intermediate course will bring your Excel skills to the next level. You will learn how to use a number of powerful features in the 2019 version of Microsoft's longstanding Excel software.

**Intermediate Microsoft Word 2010**

Master the more advanced features of Microsoft Word 2010 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.

**Intermediate Microsoft Word 2013**

Learn how to use the advanced features of this desktop publishing program to add graphics to a document, merge data into form letters, and use macros and shortcuts to make using Word easier and faster.

**Intermediate Microsoft Word 2016** 📺

Learn how to use the more advanced features of Microsoft Word 2016 (now available through Office 365) including how to add graphics, use templates, and merge data.

**Intermediate Microsoft Word 2019/Office 365** 📺

If you understand the basics of word processing, it's time to learn new techniques with the world's most popular word processing software. This course will teach you how to use Microsoft Word 2019's advanced functions, such as desktop publishing and mail merging, to create professional documents.

**Introduction to Microsoft Access 2010** 📺

Learn to build, edit, and maintain a database in Microsoft Access 2010, using tables, reports, forms, and queries to give you fast access to all your important information.

**Introduction to Microsoft Access 2013** 📺

Learn to build, edit, and maintain a database in Microsoft Access 2013, using tables, reports, forms, and queries to give you fast access to all your important information.

**Introduction 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.

**Introduction to Microsoft Access 2019/Office 365** 📺

This hands-on course will teach beginners how to use Microsoft Access 2019/Office 365 to build a database and customize the way data is stored.

**Introduction to Microsoft Excel 2010** 📺

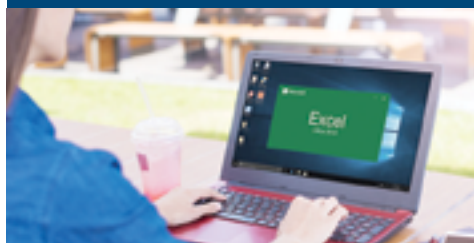
Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

**Introduction to Microsoft Excel 2013** 📺

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

**Introduction to Microsoft Excel 2016** 📺

Discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently in Microsoft Excel 2016, now available through Office 365.

**Introduction to Microsoft Excel 2019/Office 365** 📺

If you work with data of any kind, knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

**Introduction to Microsoft Outlook 2010**

Take control over your meetings, emails, and to-do lists by mastering the essentials of Microsoft Outlook 2010.

**Introduction to Microsoft Outlook 2013**

Get up to speed with the latest developments in Outlook, including how to manage your email, calendar, and contacts and how to get the most out of program tools such as Search Folders and Quick Steps.

**Introduction to Microsoft PowerPoint 2010**

Learn how to use Microsoft PowerPoint 2010 to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

**Introduction to Microsoft PowerPoint 2013**

Learn how to use Microsoft PowerPoint 2013 to create animated presentations formatted with color, text, pictures shapes, charts, and text and object hyperlinks.

**Introduction 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.

**Introduction to Microsoft PowerPoint 2019/Office 365** 📺

As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.

**Introduction to Microsoft Project 2010**

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software.

**Introduction to Microsoft Project 2013**

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

**Introduction to Microsoft Project 2016** 📺

Use this popular project management software to plan, implement, and control projects, track costs and resources, and generate reports using Gantt Chart and Calendar views.

**Introduction to Microsoft Project 2019/Office 365** 📺

Discover how to effectively plan and implement projects using the world's most popular project management software, Microsoft Project 2019.

**Introduction to Microsoft Publisher 2010**

Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher 2010.

📺 = Self-Paced option offered for these Instructor-Led courses.

## COMPUTER APPLICATIONS (CONTINUED)

**Introduction to Microsoft Publisher 2013**

Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher 2013.

**Introduction to Microsoft Word 2010**

Learn how to create and modify documents using Microsoft Word 2010, the world's most popular word processing program.

**Introduction to Microsoft Word 2013** 📺

Master the basic features of this powerful word-processing program to professionally type, edit, and format text, and spell check and print documents.

**Introduction 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.

**Introduction to Microsoft Word 2019/Office 365** 📺

Learn how the foundational skills needed to utilize Microsoft Word 2019 in Office 365. This course will teach you how to create professional-looking letters, reports, and documents.

**Microsoft Access 2016 Series**

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

**Microsoft Access 2019/Office 365 Series**

As the most widely-used desktop database management program, knowing how to use Microsoft Access adds a valuable skill to your professional profile. The Microsoft Access 2019 Series will teach beginners how to use Access to efficiently build, customize, and manage databases and bring their skills to an intermediate level.

**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.

**Microsoft Excel 2016 Series**

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

**Microsoft Excel 2019 and Statistics Suite**

Gain the skills and knowledge you need to start analyzing, tracking, and managing data with Microsoft Excel 2019. You will learn how to use, collect, and apply data to real-life problems with charts, numbers, and graphs.

**Microsoft Excel and Project 2019 Suite**

This course will teach you how to use Microsoft Excel 2019 and Microsoft Project 2019.

**Microsoft Excel and Access 2019 Suite**

This course will teach you how to use Microsoft Excel 2019 and Microsoft Access 2019.

**Microsoft Excel 2019 and Statistics Suite**

Get a comprehensive overview of Microsoft Excel 2019 and improve your understanding of data.

**Microsoft Excel 2019/Office 365 Series**

This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features. Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

**Microsoft Excel and Access 2019 Suite**

Learn the basic and intermediate functions of Microsoft Excel 2019 and Microsoft Access 2019.

**Microsoft Excel and Project 2019 Suite**

Learn the basic and intermediate functions of Microsoft Excel 2019 and Microsoft Project 2019.

**Microsoft Office 2016 Value Suite**

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

**Microsoft Office 2019/365 Value Suite**

Some of the world's most widely used software programs are part of the Microsoft Office suite. This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office's top business productivity programs. You will learn the basic features of each program and gain skills applicable to most professional settings.

**Microsoft Word 2016 Series**

Learn the ins and outs of Microsoft's newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

**Microsoft Word 2019/Office 365 Series**

This course bundle will introduce you to Microsoft Word 2019 and teach you the software's more advanced functions. You will learn foundational skills needed to create professional-looking letters, reports, and documents as well as desktop publishing and mail merging.

## QUICKBOOKS

**Intermediate Microsoft Access 2016**

📺 Only Available as a Self-Paced Tutorial  
Master more advanced techniques for this powerful database program, including importing Excel spreadsheets as tables, creating query calculations to crunch numbers, and using Visual Basic to automate common tasks.

**Intermediate QuickBooks 2013**

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

**Intermediate QuickBooks 2014**

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

**Intermediate QuickBooks 2015**

This course covers QuickBooks' more advanced features and applications, including how to enter price levels for inventory, track discounts and credits, and manage journal entries.

📺 = Self-Paced option offered for these Instructor-Led courses.

## COMPUTER APPLICATIONS (CONTINUED)

**Intermediate QuickBooks 2016** 📺

Master QuickBooks' more advanced functions, such as exporting and importing list data, using batch invoicing to create multiple invoices, and managing journal entries.

**Intermediate QuickBooks 2017** 📺

Go beyond the introductory concepts of QuickBooks and learn how to gain more control and improve productivity with this powerful accounting software.

**Intermediate QuickBooks 2018** 📺

Go beyond the basic introductory concepts and learn how to gain more control and improve productivity while using QuickBooks.

**Intermediate QuickBooks 2019** 📺

If you already know the basics of QuickBooks, this course will teach you the accounting software's more advanced and often underutilized features. You will learn how to gain control, productivity, and value when you use QuickBooks 2019.

**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 Crystal Reports**

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

**Introduction to QuickBooks 2013**

Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

**Introduction to QuickBooks 2014**

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 2015** 📺

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

**Introduction to QuickBooks 2016** 📺

Gain control of the financial accounting of your business using this powerful software program, including how to create statements and invoices and track payables and receivables.

**Introduction to QuickBooks 2017** 📺

Learn how to quickly and efficiently gain control over the financial aspects of your business using QuickBooks 2017.

**Introduction to QuickBooks 2018**

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

**Introduction to QuickBooks 2019** 📺

Learning QuickBooks is a great way for small business owners to gain control over the financial aspects of their business. This course will introduce you to QuickBooks 2019 and teach you the ins and outs of this widely-used accounting software.

**Introduction to QuickBooks Online** 📺

Learn to use QuickBooks Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

**Performing Payroll in QuickBooks 2015**

Learn how to use QuickBooks 2015 to create paychecks, pay taxes, produce job costing reports, and generate forms and reports quickly and easily.

**QuickBooks 2013 for Contractors**

Learn how to use the Premier Contractor Edition of QuickBooks 2013 for your construction business to create contract estimates, perform time tracking and job costing, bill your clients, and much more.

**QuickBooks 2015 for Contractors**

Learn how to use the Premier Contractor Edition of QuickBooks 2015 for your construction business to create contract estimates, perform time tracking and job costing, generate powerful reports, and much more.

**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.

**QuickBooks 2017 Series**

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks 2017.

**QuickBooks 2018 Series**

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks 2018 and how to utilize the in-depth features in the software to apply to certain business situations.

**QuickBooks 2019 Series**

Small business owners should be using QuickBooks to manage invoices, pay bills, and track expenses. If you want to take control of your business finances, this course will introduce you to QuickBooks 2019 and teach you the accounting software's more advanced features.

**QuickBooks for Contractors 2014**

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.

## WINDOWS

**Intermediate Oracle** 📺

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

**Introduction to Oracle** 📺

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

**Introduction to PC Troubleshooting**

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

**Introduction 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.

**Keyboarding** 📺

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

📺 = Self-Paced option offered for these Instructor-Led courses.

## COMPUTER SCIENCE



### DATABASE MANAGEMENT

#### Blockchain Fundamentals

Learn how blockchain is used for secure, real-time transactions through mining, minting, and the algorithms that determine consensus.

#### Python Data Analysis with NumPy and Pandas

 Only Available as a Self-Paced Tutorial

This course is for experienced Python programmers who are new to the NumPy, pandas, and matplotlib libraries.

#### Oracle SQL Training

 Only Available as a Self-Paced Tutorial

This course will teach you how to write SQL queries with Oracle.

#### Oracle PL/SQL Training

 Only Available as a Self-Paced Tutorial



Take your SQL skills to the next level and learn to write queries with PL/SQL in this online SQL training course.

### PROGRAMMING

#### 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.

#### Advanced JavaScript Concepts

 Only Available as a Self-Paced Tutorial

This course will teach you the foundations of JavaScript framework like React, Vue.js, jQuery, or Angular, all of which use some advanced JavaScript techniques.

#### Advanced Web Pages

Take your web development skills to the next level as you learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.

#### Blogging and Podcasting for Beginners

Learn how to create your very own blog and podcast using the tools that you already have available on your computer.

#### 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 Mobile Apps with HTML5

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

#### Creating Web Pages

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

#### Front End Developer Suite

Learn to create state-of-the-art responsive Web sites using modern CSS3, HTML5, and JavaScript. Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments.

#### HTML and CSS Series

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

#### Intermediate C# Programming

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

#### Intermediate CSS3 and HTML5

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

#### 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 SQL

Advance your knowledge of SQL in this flexible online course. You will learn how to write, design, and test complex SQL queries.

#### Intermediate Visual Basic

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

#### Introduction to Bootstrap Training



Learn Bootstrap 4 in this self-paced, online web development course.

 = Self-Paced option offered for these Instructor-Led courses.

## COMPUTER SCIENCE (CONTINUED)

**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 Creating, Styling, and Validating Forms**

📺 Only Available as a Self-Paced Tutorial

This course will teach you how to create, style, and validate web forms using HTML, CSS, and JavaScript.

**Introduction to CSS3 and HTML5** 📺

Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques.

**Introduction to Database Development** 📺

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

**Introduction to Java Programming** 📺

Learn about Java topics with clear, step-by-step instructions developed by an experienced Java programmer.

**Introduction to JavaScript** 📺

Build on your knowledge of HTML and CSS by learning to add interactivity to your web pages with JavaScript code and jQuery.

**Introduction to PHP and MySQL** 📺

Learn how to create dynamic, interactive websites using PHP and a MySQL database server.

**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.

**Introduction to Python 3 Programming** 📺

Enhance your professional profile by adding Python to your programming skills.

**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 SQL**

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

**Introduction to Visual Basic** 📺

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

**Introduction to Vue.js Training**

📺 Only Available as a Self-Paced Tutorial

This self-paced course will teach you how to build user interfaces with the Vue JavaScript framework.

**Introduction to XML** 📺

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

**Java Developer Suite**

Learn object-oriented programming and user interface design in Java. Learn to control formatting, display graphics, and manage documents in XML.

**Java Programming Series**

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

**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.

**React Training**

📺 Only Available as a Self-Paced Tutorial

Learn how to use React to create a dynamic web application using functional components and hooks.

**Responsive Web Design** 📺

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

**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.

**Things Every Developer Should Know**

📺 Only Available as a Self-Paced Tutorial

Learn key skills that every developer needs to do their job more efficiently and effectively.

**Visual Basic Series**

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

## HOSPITALITY

## HOSPITALITY SERVICE

**Start a Pet Sitting Business** 📺

Discover how to translate your love of animals into a fun and profitable career.

**Wow, What a Great Event!** 📺

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

**Secrets of the Caterer**

Learn cooking and business secrets from a professional caterer.



📺 = Self-Paced option offered for these Instructor-Led courses.

## HEALTH AND FITNESS



### ALTERNATIVE MEDICINE

#### **Certificate in Complementary and Integrative Health** 🕒

(24 contact hours) Enhance your professional marketability by gaining a broad understanding of complementary and integrative health care options.

#### **Certificate in Energy Medicine** 🕒

(10 contact hours) Explore the use of healing energy medicine techniques in health care, including meditation, acupuncture, qigong, sound and music therapy, and gentle hand techniques such as Reiki and reflexology.

#### **Certificate in Global Healing Systems** 🕒

(13 contact hours) Deepen your knowledge of medical treatment by exploring alternative health care practices from India, China, Eastern Europe, and Central, North, and South America.

#### **Certificate in Healing Environments for Body, Mind, and Spirit** 🕒

(16 contact hours) In this innovative online course, you'll examine how Optimal Healing Environments (OHEs) impact the health of individuals and communities on a physical, social, psychological, and spiritual level.

#### **Certificate in Holistic and Integrative Health** 🕒

(33 contact hours) Explore the exciting, growing field of holistic and integrative health in this comprehensive online course designed for health care professionals and consumers.

#### **Certificate in Holistic and Integrative Health: Foundations 1**

(14 contact hours) This online course focuses on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.

#### **Certificate in Holistic and Integrative Health: Foundations 2**

(10 contact hours) In this four-lesson online course, you'll examine the healing systems of Ayurvedic and traditional Chinese medicine, explore the connection between health and the human spirit, and learn about ancient and diverse practices of meditation.

#### **Certificate in Holistic and Integrative Health: Foundations 3**

(9 contact hours) In this certificate course, you'll explore the concepts of four holistic therapeutic modalities as you focus on the use of humor, music and sound, energy healing, and massage and bodywork in healing.

#### **Certificate in Meditation** 🕒

(8 contact hours) In this online course, you'll explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

#### **Certificate in Mindfulness** 🕒

(8 contact hours) In the Certificate in Mindfulness, you'll learn about mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement (walking, yoga, Tai Chi, and Qigong), and mindful relationships.

#### **Certificate in Music Therapy and Sound Healing**

(8 contact hours) This course will prepare you with the ability to describe the goals, interventions, and therapeutic uses and benefits of music therapy and sound healing.

🕒 = Self-Paced option offered for these Instructor-Led courses.

## HEALTH AND FITNESS (CONTINUED)

**Certificate in Spirituality, Health, and Healing**

(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

**Certificate in Starting Your Own Business in Health and Healing**

(11 contact hours) Learn virtually everything you need to know to start a health and wellness business, including marketing, financing, and creating a business plan.

**Certificate in Stress Management**

(14 contact hours) Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

**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.

**Introduction to Natural Health and Healing**

Learn how to promote wellness, balance, and health in daily life as the various stages of health and illness are explored along with discovering how true health, means wholeness of the mind, body, and spirit.

**Mind-Body Therapies Bundle**

Students interested in advancing within their healthcare professional career or new to pursuing energy medicine will learn how to incorporate energy healing with different healthcare methods.

**FITNESS****Certificate in Food, Nutrition, and Health**

In this informative course, you will gain a holistic view of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

**Healthy Living Suite**

In this program you'll learn how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. You'll learn how to save money and prepare home-cooked meals that are fast, easy, and delicious, and how to grow nutritious fruit and vegetables that can be used in your meals.

**Lose Weight and Keep It Off**

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

**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!

**MEDICAL****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.

**Certificate in Brain Health**

(10 contact hours) In this innovative course, you'll gain insights into the amazing brain and learn how to support health and happiness through lifestyle choices that impact this remarkable organ.

**Certificate in End of Life Care**

(19 contact hours) The Certificate in End-of-Life Care will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

**Certificate in Gerontology**

Completing this informative course proves you possess the skills required to meet the health care needs of a rapidly aging population.

**Certificate in Healthy Aging**

(10 contact hours) Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

**Certificate in Infectious Diseases and Infection Control**

(13 contact hours) Designed for healthcare and medical professionals, this online course offers insights into common infectious diseases and procedures for controlling their spread.

**Certificate in Integrative Mental Health**

(20 contact hours) This groundbreaking online course offers a holistic, integrative approach to treating mental health problems.

**Certificate in Legal and Ethical Issues in Healthcare**

(12 contact hours) Explore the legal and ethical risks healthcare professionals face, including issues related to HIPPA rules, medication errors, social media and healthcare, organ donation, and workplace violence.

**Certificate in Perinatal Issues**

(20 contact hours) The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.

**Certificate in Violence Prevention and Awareness**

(13 contact hours) Designed for medical professionals, this online course offers important insights into the signs of violence that may be presented by patients in a healthcare setting.

**Certificate in Women's Health Issues**

(14 contact hours) When women's health concerns, women's rights, and their empowerment are made a priority, the results include immense improvements in the health and well-being of women and their children on a global scale.

**Explore a Career as a Clinical Medical Assistant**

Learn what it takes to have a successful career as a clinical medical assistant in the exciting and high-demand world of healthcare.

**Explore a Career as an Administrative Medical Assistant**

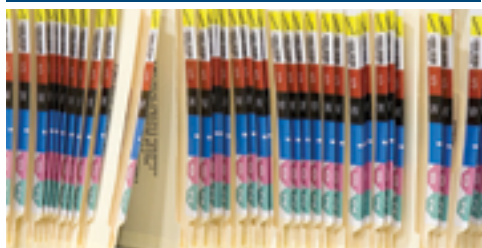
Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office from appointment scheduling and chart creation to medical billing and coding.

**Explore a Career in Healthcare Suite**

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

 = Self-Paced option offered for these Instructor-Led courses.

## HEALTH AND FITNESS (CONTINUED)

**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 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.

**Explore a Career in Nursing** 📺

Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

**Grammar and Writing Skills for the Health Professional**

📺 Only Available as a Self-Paced Tutorial

This course teaches correct grammar usage for health professionals. Learn how to utilize grammar rules and common medical terminology to prepare professional reports or documentation.

**Handling Medical Emergencies** 📺

This course will teach you how to identify common medical emergencies, recognize signs and symptoms, and how to render appropriate emergency care.

**Health Care Entrepreneurship Bundle**

The course objectives of the Health Care Entrepreneurship Bundle are to offer health care professionals an overview of how to start their own business and understand the legal and ethical risks that result from factors in the medical industry.

**HIPAA Compliance** 📺

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

**Medical Math** 📺

Master the math skills you need to succeed in the medical field ranging from calculating dosages to using scientific formulas. The hands-on activities in this course will help you perform day-to-day math tasks quickly and easily.

**Medical Math (Self-Paced Tutorial)**

Master the math skills you need to succeed in the medical field ranging from calculating dosages to using scientific formulas. The hands-on activities in this course will help you perform day-to-day math tasks quickly and easily.

**Medical Office Basics Suite**

In this program, you'll learn the knowledge and skills you need to jump start your career in a variety of medical offices. This multi-course program includes Medical Terminology, Medical Math skills, Compliance of Health Insurance Portability and Accountability Act (HIPAA), and Spanish for Medical Professionals.

**Medical Spanish Series**

Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses that teach Spanish for medical professionals.

**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.

**Medical Terminology Series**

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

**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.

**Spanish for Medical Professionals II** 📺

Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar.

**Women's Health Bundle**

This course combines Perinatal Issues, Violence Prevention and Awareness, and Women's Health Issues as you learn about the well-being of women, women's rights, and empowerment.

**VETERINARY****Animal Lover Suite**

Master the skills and develop the knowledge you need to translate your passion for animals into a profitable career with this 3 course bundle of Photographing Nature with Your Digital Camera, Start a Pet Sitting Business, and Become a Veterinary Assistant.

**Become a Veterinary Assistant** 📺

Learn what a veterinary assistant does in the veterinary office or hospital setting.

**Become a Veterinary Assistant II: Canine Reproduction** 📺

Learn as a practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

**Become a Veterinary Assistant III: Practical Skills** 📺

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

**Veterinary Assistant Series**

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

📺 = Self-Paced option offered for these Instructor-Led courses.

## HEALTH AND FITNESS (CONTINUED)

### Veterinary Medical Terminology 📺

This online course uses an anatomical approach to teach you the medical word components used in veterinary medicine. You will learn medical terms unique to the anatomy, physiology, pathology, and treatment of animals.

## WELLNESS

### Aging and Health Bundle

Gain the knowledge and skills from the latest research and emerging trends in healthy aging, brain health, and gerontology to help you effectively care for and work with an aging population.

### Become a Physical Therapy Aide 📺

Prepare for a rewarding career as a valued member of the physical therapy team.

### Certificate in Nutrition, Chronic Disease, and Health Promotion 📺

(12 contact hours) Learn about the impact of food politics, clean water, foodborne diseases, mood, genetically engineered foods, and malnutrition on health and the development of chronic diseases.

### Certificate in Pain Assessment and Management 📺

(12 contact hours) This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.

### Certificate in Wellness and the Environment

(9 Contact Hours) This course focuses on the connection between wellness and the environment. You will learn actionable steps to help create and sustain a healthy environment.

### 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).

### Genealogy Basics 📺

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

### Global Health and Healing Bundle

The Global Health and Healing Bundle is designed to help health care professionals understand how alternative practices differ from conventional medical systems and learn the basic techniques and procedures for preventing the transmission of infectious disease.

### Health and Well-Being Bundle

The course objective is to offer health professionals a broad understanding of the various therapies of Complementary, Holistic, and Integrative Health and stay current with emerging trends as they work with diverse, growing populations.

### Healthy Relationships Suite

Learn the Keys to Success in Marriage and Relationships, which targets how to build a solid foundation for your relationship that is lasting. Interpersonal communication will show you how to manage the conscious and unconscious codes we send to each other, and how to respond. Lastly, you will learn Individual Excellence which develops career enhancing skills, creative abilities, confidence, and personal organization.

### Helping Elderly Parents

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

### Human Anatomy and Physiology 📺

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

### 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."

### Nutrition and Health Bundle

Gain a holistic overview of current food and nutrition issues as well as an understanding of the role food and water play in health. You'll also learn how making appropriate changes in diet can have a profound impact throughout life.

### Pain Management and End of Life Bundle

This course bundle is designed for health care professionals to gain a multidisciplinary educational experience and learn the knowledge and skills in pain assessment and management and the holistic integrative end of life care.

## INFORMATION TECHNOLOGY



### NETWORKING

#### 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.

#### Intermediate Networking



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

#### Computer Networking Suite

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

#### Introduction to Networking



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

#### Wireless Networking



Learn as a industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

### SECURITY

#### Advanced PC Security

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

#### CompTIA Security+ Certification Prep 1

Master the terms and concepts you need to pass the CompTIA Security+ SY0-501 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.

#### Introduction to Cryptography

 Only Available as a Self-Paced Tutorial

This course covers the fundamentals of cryptography and provides a hands-on experience using live virtual machine labs, lab simulations, and case projects.

#### Introduction to Mobile Security

 Only Available as a Self-Paced Tutorial

This course covers the fundamentals of mobile security and provides a hands-on experience through the use of live virtual machine labs, lab simulations, and case projects.

#### Introduction to PC Security

Learn the fundamentals of PC and network security from this expert-developed course.

 = Self-Paced option offered for these Instructor-Led courses.

## LANGUAGE



## LANGUAGES

**Beginning Conversational French** 🕒

Discover how easy it can be to learn common words and phrases in French for both leisure and business.

**Conversational Japanese** 🕒

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

**Discover Sign Language** 🕒

Discover the fun of learning sign language and using your hands to communicate.

**Discover Sign Language II** 🕒

Take your sign language skills to the next level with additional vocabulary, grammar lessons, and cultural information. This course will help you build confidence in your ability to sign with the Deaf community.

**Discover Sign Language Series**

This course bundle will teach you beginner and advanced techniques for communicating with American Sign Language.

**Get Funny!** 🕒

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

**Grammar for ESL** 🕒

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

**Instant Italian** 🕒

This dynamic course will teach you how to express yourself comfortably in Italian. You'll read, hear, and practice dialogues of everyday words which will teach you to communicate in a wide variety of settings.

**Law Enforcement Suite**

Dive into criminal law and master essential Spanish terminology for law enforcement situations

**Spanish for Law Enforcement** 🕒

Master 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.

**Speed Spanish** 🕒

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

**Speed Spanish II** 🕒

Follow-up to the popular Speed Spanish course with several new ways to help you build fluency.

**Speed Spanish III** 🕒

Master your ability to speak, understand, and read Spanish by taking the final installment in this unique three-part Speed Spanish learning series.

**Speed Spanish Series**

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

**Writing for ESL** 🕒

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

🕒 = Self-Paced option offered for these Instructor-Led courses.

## LEGAL



## LEGAL STUDIES

**Legal Nurse Consultant** 🕒

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

**Legal Aspects of Contracts**

🕒 [Only Available as a Self-Paced Tutorial](#)

This course will focus on business contract basics to help you recognize and understand the essential business points found in everyday business contracts.

**Legal Terminology**

🕒 [Only Available as a Self-Paced Tutorial](#)

This course will examine the legal terminology used in Civil Litigation, Criminal, Administrative, Commercial, Personal Injury, Insurance, Intellectual Property, Ethics, Corporate, Real Estate, Bankruptcy, Employment, and Estate Law.

**Legal Writing**

🕒 [Only Available as a Self-Paced Tutorial](#)

Learn to develop effective and accurate legal communications through the use of critical thinking and legal authorities to support conclusions.

**Probate Law and Estate Planning**

🕒 [Only Available as a Self-Paced Tutorial](#)

This course helps you navigate the laws of probate processes and estate planning. You'll learn how various types of ownership affect the passage of property at the owner death, with or without a will. And, also learn about the administration and taxation of estates as well as basic requirements for trusts, wills, and guardianships.

**Torts**

🕒 [Only Available as a Self-Paced Tutorial](#)

This course covers the legal topic of Torts, the law of torts pertains to injuries against one's person or property.

**Transactional Drafting**

🕒 [Only Available as a Self-Paced Tutorial](#)

This course will teach the provisions included in different types of general contracts, M&A documents, and SEC documents. You will also learn drafting standards and work hands-on drafting, interpreting, and negotiating various document provisions.

**Civil Procedure**

🕒 [Only Available as a Self-Paced Tutorial](#)

This course introduces the Code of Civil Procedure (litigation at the Federal level), including jurisdiction, venue, parties and claims, joinder, motions, interpleader, and intervention. You will also learn litigation aspects, including discovery, pre-trial and post-trial motions, pleadings, functions of the judge and jury, and appeal procedures.

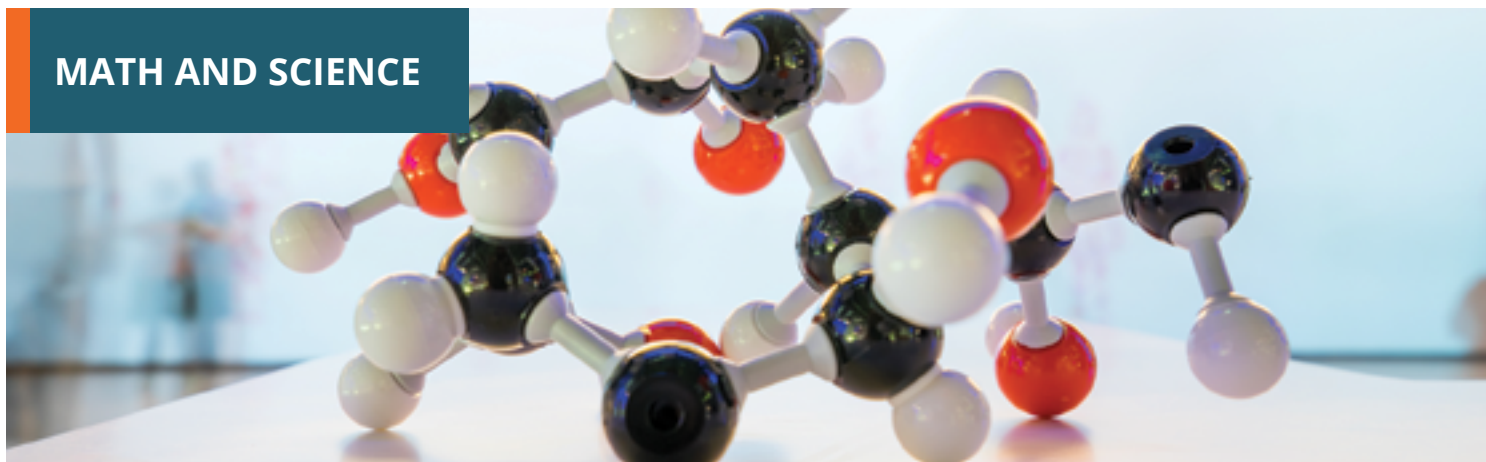
**Introduction to Business Law (Transactions)**

🕒 [Only Available as a Self-Paced Tutorial](#)

This course covers the different areas within the transactional field, such as entity formation and maintenance, including securities and mergers and acquisitions principles and contracts.

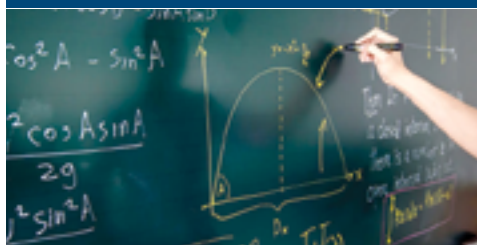
🕒 = Self-Paced option offered for these Instructor-Led courses.

## MATH AND SCIENCE



### MATHEMATICS AND SCIENCE

#### Introduction to Algebra



Understand how algebra is relevant to 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.

#### Math Refresher

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

 = Self-Paced option offered for these Instructor-Led courses.

## TEACHER PROFESSIONAL DEVELOPMENT



### CHILD DEVELOPMENT

#### 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 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.

#### 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.

#### 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.

#### 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.

#### Homeschool With Success 📺

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

#### 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 an additional teaching training to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices.

#### 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 📺

Learn 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 Preschool: A Year of Inspiring Lessons 📺

In this course on teaching preschoolers, you will learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

📺 = Self-Paced option offered for these Instructor-Led courses.

## TEACHER PROFESSIONAL DEVELOPMENT (CONTINUED)

## 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.

## 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.

## 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.

## Understanding Adolescents 📱

Uncover the secrets of the adolescent mind. This course helps you gain valuable information on how adolescents feel, how their identities develop, and how you can best meet their needs.

## CLASSROOM TECHNOLOGY

## Creating a Classroom Website 📱

Learn how to create a classroom website 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 will learn about technology integration in the classroom and gain the skills needed to use tools like apps, assistive technology, and blogs effectively.

## 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.

## 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.

## 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.

## MATH AND SCIENCE

## 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 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.

## READING AND WRITING

## 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.

## 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.

## Guided Reading: Strategies for the Differentiated Classroom 📱

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

## Merrill Ream Speed Reading 📱

An acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

## Reading Strategies Suite

Learn creative ways to improve student literacy, turn guided reading strategies into opportunities, and bring differentiated instruction to life in your classroom.

## 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.

## Teaching Writing: Grades 4-6 📱

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

📱 = Self-Paced option offered for these Instructor-Led courses.

## TEST PREP


**AUTOMOTIVE** - 📖 Courses in this section are only available as Self-Paced Tutorials (page 24-25)

**ASE Technician Test Preparation (TTP)  
Truck Series: T1 Gasoline Engines**

Prepare for the Automotive Service Excellence T1 Gasoline Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation (TTP)  
Truck Series: T2 Diesel Engines**

Prepare for the Automotive Service Excellence T2 Diesel Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation (TTP)  
Truck Series: T3 Drive Train**

Prepare for the Automotive Service Excellence T3 Drive Train exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation (TTP)  
Truck Series: T4 Brakes**

Prepare for the Automotive Service Excellence T4 Brakes exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation (TTP)  
Truck Series: T5 Suspension/Steering**

Prepare for the Automotive Service Excellence T5 Suspension/Steering exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation (TTP)  
Truck Series: T6 Electrical and Electronic Systems**

Prepare for the Automotive Service Excellence T6 Electrical and Electronic Systems exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation (TTP)  
Truck Series: T7 Heating, Ventilation, and Air Condition**

Prepare for the Automotive Service Excellence Automotive Service Excellence T7 Heating, Ventilation, and Air Condition exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation (TTP) Truck Series: T8 Preventative Maintenance**

Prepare for the Automotive Service Excellence T8 Preventative Maintenance exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Auto Maintenance and Light Repair (G1)**

Prepare for the ASE Auto Maintenance and Light Repair (G1) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Exhaust Systems (X1)**

Prepare for the ASE Automotive Exhaust Systems (X1) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Light Vehicle Diesel Engines (A9)**

Prepare for the ASE Automotive Light Vehicle Diesel Engines (A9) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Manual Drive Trains and Axles (A3)**

Prepare for the ASE Automotive Manual Drive Trains and Axles (A3) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

📖 = Self-Paced option offered for these Instructor-Led courses.

## TEST PREP (CONTINUED)

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Parts Specialist (P2)**

Prepare for the ASE Automotive Parts Specialist (P2) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Advanced Engine Performance (L1)**

Prepare for the ASE Automotive Advanced Engine Performance (L1) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Automatic Transmissions and Transaxles (A2)**

Prepare for the ASE Automotive Automatic Transmissions and Transaxles (A2) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Brakes (A5)**

Prepare for the ASE Automotive Brakes (A5) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Electrical Electronic Systems (A6)**

Prepare for the ASE Automotive Electrical Electronic Systems (A6) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Engine Performance (A8)**

Prepare for the ASE Automotive Engine Performance (A8) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Engine Repair (A1)**

Prepare for the ASE Automotive Engine Repair (A1) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Heating and Air Conditioning (A7)**

Prepare for the ASE Automotive Heating and Air Conditioning (A7) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Service Consultant (C1)**

Prepare for the ASE Automotive Service Consultant (C1) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0 (TTP2): Automotive Suspension & Steering (A4)**

Prepare for the ASE Automotive Suspension Steering (A4) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Electronic Diesel Diagnosis (L2)**

Prepare for the Automotive Service Excellence Medium/Heavy Duty Truck Electronic Diesel Diagnosis (L2) exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation H1: Compressed Natural Gas Engines**

Prepare for the ASE Transit Bus H1: Compressed Natural Gas Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation H2: Diesel Engines**

Prepare for the ASE Technician Test Preparation H2: Diesel Engines exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation H3 Drive Train**

Prepare for the ASE Transit Bus H3: Drive Train exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation H4: Brakes**

Prepare for the ASE Transit Bus H4: Brakes exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation H5 Suspension and Steering**

Prepare for the ASE Transit Bus H5: Suspension and Steering exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation H6: Electrical/Electronic Systems**

Prepare for the ASE Transit Bus H6: Electrical/Electronic Systems exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

**ASE Technician Test Preparation H7: Heating, Ventilation, and Air Conditioning**

Prepare for the ASE Transit Bus H7: Heating, Ventilation, and Air Conditioning exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

## TEST PREP (CONTINUED)

### ASE Technician Test Preparation H8: Preventive Maintenance

Prepare for the ASE Transit Bus H8: Preventive Maintenance exam featuring all of the necessary components which includes a detailed, three-tiered preparatory methodology of Practice, Standard and Timed testing modes.

## EXAM PREP

### GMAT Preparation

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

### 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).

### LSAT Preparation Series

This comprehensive online LSAT prep course will help you develop analytical and logical reasoning skills, improve your writing skills, and master reading comprehension. By course completion, you will be fully prepared for the LSAT and have winning test-taking strategy to help you earn a high exam score.

### Project Management Professional (PMP) Prep I

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

### Project Management Professional (PMP) Prep II

Prepare to take and pass the Project Management Institute's PMP certification exam.

### Praxis Core Preparation

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

### TEAS Prep 1

The TEAS Prep 1 course will prepare you for the Reading and English Language portions of the TEAS exam. Through the hands-on lessons, you will identify your learning style, develop a test-taking strategy, and acquire the skills needed to master the reading and English language usage sections.

### TEAS Prep 2

The TEAS Prep 2 course will prepare you for the Math and Science portions of the TEAS exam.

### TEAS Prep Series

The TEAS Prep Series will prepare you to sit for the Test of Essential Academic Skills (TEAS) exam. TEAS Prep 1 focuses on the Reading and English and Language Usage portions. TEAS Prep 2 focuses on the Mathematics and Science portion of the exam.

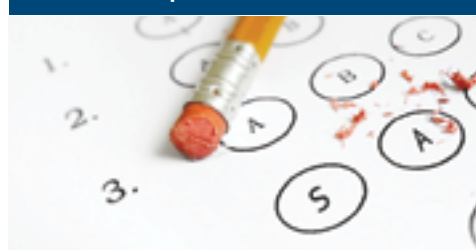
### SAT/ACT Prep Part 1

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

### SAT/ACT Prep Part 2

Master the math questions on the ACT and new SAT.

### SAT/ACT Prep Series



This series will prepare you to excel in all sections of the undergraduate college entrance exams.

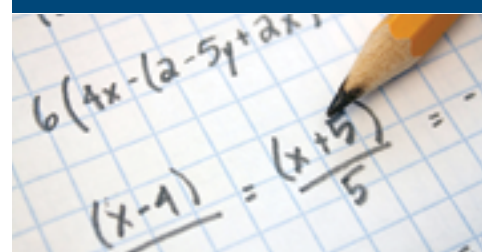
### Prepare for GED Test Series

This test prep course bundle covers the four GED® test modules, with an additional focus on the Mathematical Reasoning portion. By course completion, you will be prepared to take—and pass—the GED® test.

### Prepare for the GED Math Test

Master the skills you'll need to pass the Mathematical Reasoning module in the 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.

## INFORMATION TECHNOLOGY

### 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.

### Intermediate CompTIA A+ Certification Prep

Take the second step toward becoming a CompTIA A+ certified tech by mastering virtualization, multifunction devices, three flavors of Windows, plus macOS and Linux operating systems.

### 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.

📖 = Self-Paced option offered for these Instructor-Led courses.

## WRITING



### WRITING AND EDITING

#### Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

#### Beginner's Guide to Getting Published 📖

A published writer shows you how to give yourself the credibility you need to get your books and articles published.

#### Beginning Writer's Workshop



If you have a story that needs to be written, an online writing workshop is a great place to start. This course will help you improve your writing skills and discover new ways to stretch your creative muscles.

#### Creative Writing Value Suite

Spark your creativity and start writing with this online writing course bundle. You will learn the mechanics of writing and editing, and have your story workshopped by peers.

#### Explore Fiction Writing Genres Suite

Learn how to write different fiction genres in this comprehensive course bundle. Explore Fiction Writing covers fantasy, romance, mystery, and screenwriting to teach you the craft and technique used by successful writers. By the time you finish, you will be ready to write, edit, and submit your work for publication.

#### Explore Non-Fiction Writing Suite

This suite of courses explores non-fiction writing. You will learn how to write, edit, and publish nonfiction across popular genres and mediums. You will also learn best practices for pitching and submitting your work in today's publishing landscape.

#### Fundamentals of Technical Writing 📖

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

#### Grammar Refresher 📖



Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

#### Grammar Refresher II 📖

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

#### Grammar Refresher Series

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

#### 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 Internet Writing Markets 📖

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

#### Introduction to Journaling 📖

Discover 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.

#### Introduction to Screenwriting 📖

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

#### Mystery Writing

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

📖 = Self-Paced option offered for these Instructor-Led courses.

## WRITING (CONTINUED)

### **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.

### **Technical Writing Suite**

Learn the fundamentals of technical writing. Key topics include formatting, publishing and writing techniques.

### **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 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.

### **Write Fiction Like a Pro** 📖



Learn how to use story outlines like a professional writer with lessons developed by a published author.

### **Write Your Life Story** 📖

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

### **Writerific: Creativity Training for Writers** 📖

Banish writer's block forever with these tricks from the published writer's toolbox.

### **Writing and Editing Value Suite**

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

### **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.

### **Writing Fiction Series**

This course series will teach you the craft of fiction with lessons developed by a published author. You will learn the fundamentals of storytelling that bring your ideas to fruition, and how edit and polish your work like a professional writer.

### **Writing for Children**

A published children's author shows you how to touch the hearts of children by creating books for them.

### **Writing the Fantasy Novel** 📖

This is the perfect course for anyone who's ever thought about becoming a fantasy fiction writer.

### **Writing Young Adult Fiction**

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.

📖 = Self-Paced option offered for these Instructor-Led courses.

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