



# ONLINE COURSES

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## FUNDAMENTALS COURSES



Gain new personal and professional skills. All courses start new each month. 6-week format with weekly lessons that average 24 work hours. Plus, you get to learn and interact with a cohort taking the course at the same time as you.

### ACCOUNTING

- Accounting Fundamentals
- Accounting Fundamentals II
- Introduction to QuickBooks 2018
- Introduction to QuickBooks Online
- Introduction to Stock Options
- Intermediate Microsoft Access 2019
- Intermediate QuickBooks 2018

### BUSINESS

- A to Z Grant Writing II - Beyond the Basics
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Building Teams That Work
- Business and Marketing Writing
- Business Budgeting for Beginners
- Business Finance  
for Non-Finance Personnel
- Computer Skills for the Workplace
- Creating a Successful Business Plan
- Distribution and Logistics Management
- Diversity Training  
for Employees and Managers
- Effective Business Writing
- Effective Selling

- Fundamentals of Supervision  
and Management
- Fundamentals of Supervision  
and Management II
- Growing Plants for Fun and Profit
- High Performance Organization
- High Speed Project Management
- Intermediate Microsoft Word 2019
- Introduction to Business Analysis
- Introduction to Interior Design
- Introduction to Microsoft Access 2019
- Introduction to Nonprofit Management
- Leadership
- Learn to Buy and Sell on eBay
- Managing Customer Service
- Managing Remote Teams
- Manufacturing Applications
- Manufacturing Fundamentals
- Marketing Your Business on the Internet
- Marketing Your Nonprofit
- Mastering Public Speaking
- Mastery of Business Fundamentals
- Nonprofit Fundraising Essentials
- Professional Sales Skills
- Project Management Applications
- Project Management Fundamentals

- Project Management Fundamentals II
- Project Management Professional  
(PMP®) Prep
- Purchasing Fundamentals
- Secrets of the Caterer
- Senior Professional in Human Resources  
with Payroll Practice and Management
- Six Sigma: Total Quality Applications
- Small Business Marketing on a Shoestring
- Start a Pet Sitting Business
- Start and Operate Your Own  
Home-Based Business
- Start Your Own Arts and Crafts Business
- Start Your Own Gift Basket Business
- Start Your Own Online Business
- Start Your Own Small Business
- Starting a Consulting Practice
- Starting a Nonprofit
- Supply Chain Management Fundamentals
- Talent and Performance Management
- Total Quality Fundamentals
- Understanding the  
Human Resources Function
- Using Social Media in Business
- Winning RFP Responses
- Writing Effective Grant Proposals

## COMPUTER APPLICATIONS

Advanced Microsoft Excel 2016  
 Advanced Microsoft Excel 2019  
 Getting Started With Google Workspace  
 Intermediate Microsoft Access 2016  
 Intermediate Microsoft Excel 2016  
 Intermediate Microsoft Excel 2019  
 Intermediate Microsoft Word 2016  
 Intermediate QuickBooks 2019  
 Intermediate QuickBooks Online  
 Introduction to Microsoft Access 2016  
 Introduction to Microsoft Excel 2016  
 Introduction to Microsoft Excel 2019  
 Introduction to Microsoft Outlook 2019  
 Introduction to Microsoft PowerPoint 2016  
 Introduction to Microsoft PowerPoint 2019  
 Introduction to Microsoft Project 2019  
 Introduction to Microsoft Word 2010  
 Introduction to Microsoft Word 2016  
 Introduction to Microsoft Word 2019  
 Introduction to QuickBooks 2019  
 Microsoft Excel - Pivot Tables

## DESIGN AND COMPOSITION

Advanced Web Pages  
 Creating Web Pages  
 Designing Effective Websites  
 How to Get Started in Game Development  
 Introduction to CSS3 and HTML5  
 Introduction to Digital Scrapbooking  
 Introduction to InDesign CC  
 Introduction to JavaScript  
 Introduction to Lightroom Classic CC  
 Introduction to Photoshop CC  
 Photoshop CC for the Digital Photographer  
 Photoshop Elements for the Digital Photographer

Photoshop Elements for the Digital Photographer II  
 UI/UX Design

## HEALTHCARE AND MEDICAL

Become a Physical Therapy Aide  
 Become a Veterinary Assistant  
 Become a Veterinary Assistant II: Canine Reproduction  
 Become a Veterinary Assistant III: Practical Skills  
 Become an Optical Assistant  
 Certificate in Brain Health  
 Certificate in Complementary and Integrative Health  
 Certificate in End of Life Care  
 Certificate in Energy Medicine  
 Certificate in Food, Nutrition, and Health  
 Certificate in Gerontology  
 Certificate in Global Healing Systems  
 Certificate in Healing Environments for Body, Mind, and Spirit  
 Certificate in Healthy Aging  
 Certificate in Holistic and Integrative Health  
 Certificate in Holistic and Integrative Health: Foundations 1  
 Certificate in Holistic and Integrative Health: Foundations 2  
 Certificate in Holistic and Integrative Health: Foundations 3  
 Certificate in Infectious Diseases and Infection Control  
 Certificate in Integrative Behavioral Health  
 Certificate in Legal and Ethical Issues in Healthcare  
 Introduction to the Medical Laboratory  
 Certificate in Meditation  
 Certificate in Mindful Relationships  
 Certificate in Mindfulness  
 Certificate in Music Therapy and Sound Healing  
 Certificate in Nutrition, Chronic Disease, and Health Promotion

Certificate in Pain Assessment and Management  
 Certificate in Perinatal Issues  
 Certificate in Spirituality, Health, and Healing  
 Certificate in Starting Your Own Business in Health and Healing  
 Certificate in Stress Management  
 Legal Nurse Consultant  
 Certificate in Violence Prevention and Awareness  
 Certificate in Wellness and the Environment  
 Certificate in Women's Health Issues  
 Medical Math  
 Medical Terminology II: A Focus on Human Disease  
 Medical Terminology: A Word Association Approach  
 Explore a Career as a Clinical Medical Assistant  
 Explore a Career as a Pharmacy Technician  
 Explore a Career as an Administrative Medical Assistant  
 Explore a Career in Medical Coding  
 Explore a Career in Medical Transcription  
 Explore a Career in Medical Writing  
 Explore a Career in Nursing  
 Handling Medical Emergencies  
 HIPAA Compliance  
 Human Anatomy and Physiology  
 Human Anatomy and Physiology II  
 PLD Activity Assistant  
 Spanish for Medical Professionals  
 Spanish for Medical Professionals II  
 Introduction to Biology  
 Veterinary Medical Terminology

## LANGUAGE AND ARTS

Beginning Conversational French  
 Conversational Japanese  
 Discover Sign Language



Discover Sign Language II  
 Drawing for the Absolute Beginner  
 Enhancing Language Development in Childhood  
 Grammar for ESL  
 Instant Italian  
 Music Made Easy  
 Publish and Sell Your E-Books  
 Spanish for Law Enforcement  
 Spanish in the Classroom  
 Speed Spanish II  
 Speed Spanish III  
 Writing for ESL

## LAW AND LEGAL

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

## PERSONAL DEVELOPMENT

Achieving Success with Difficult People  
 Discover Digital Photography  
 Genealogy Basics  
 Get Assertive!  
 Get Funny!  
 GMAT Preparation  
 Grammar Refresher  
 Grammar Refresher II  
 GRE Preparation - Part 1 (Verbal and Analytical)  
 GRE Preparation - Part 2 (Quantitative)  
 Happy and Healthy Pregnancy  
 Helping Elderly Parents  
 Homeschool With Success  
 Individual Excellence  
 Interpersonal Communication  
 Introduction to Chemistry  
 Introduction to Guitar

Introduction to Statistics  
 Keys to Effective Communication  
 Keys to Successful Money Management  
 Listen to Your Heart, and Success Will Follow  
 LSAT Preparation - Part 1  
 LSAT Preparation - Part 2  
 Luscious, Low-Fat, Lightning-Quick Meals  
 Mastering Your Digital SLR Camera  
 Math Refresher  
 Merrill Ream Speed Reading  
 Personal Finance  
 Photographing Nature With Your Digital Camera  
 Photographing People With Your Digital Camera  
 Prepare for the GED Math Test  
 Prepare for the GED Test  
 Prepare for the GED® Math Test  
 Prepare for the GED® Test  
 Real Estate Investing  
 Resume Writing Workshop  
 SAT/ACT Prep Course - Part 1  
 SAT/ACT Prep Course - Part 2  
 Secrets of Better Photography  
 Singapore Math Strategies: Advanced Model Drawing for Grades 6-9  
 Skills for Making Great Decisions  
 Speed Spanish  
 Start Your Own Edible Garden  
 Stocks, Bonds, and Investing: Oh, My!  
 The Analysis and Valuation of Stocks  
 Twelve Steps to a Successful Job Search  
 Where Does All My Money Go?  
 Write Your Life Story

## TEACHING AND EDUCATION

Common Core Standards for English Language Arts K-5  
 Content Literacy: Grades 6-12  
 Counseling for College Prep

Creating a Classroom Website  
 Creating Classroom Centers  
 Creating the Inclusive Classroom: Strategies for Success  
 Differentiated Instruction in the Classroom  
 Differentiating K-12 Assessments  
 Empowering Students With Disabilities  
 Guided Reading and Writing: Strategies for Maximum Student Achievement  
 Guided Reading: Strategies for the Differentiated Classroom  
 Integrating Technology in the Classroom  
 Introduction to Algebra  
 Praxis Core Preparation  
 Ready, Set, Read!  
 Response to Intervention: Reading Strategies That Work  
 Singapore Math Strategies: Model Drawing for Grades 1-6  
 Singapore Math: Number Sense and Computational Strategies  
 Solving Classroom Discipline Problems  
 Solving Classroom Discipline Problems II  
 Survival Kit for New Teachers  
 Teaching Adult Learners  
 Teaching High School Students  
 Teaching Math: Grades 4-6  
 Teaching Preschool: A Year of Inspiring Lessons  
 Teaching Science: Grades 4-6  
 Teaching Smarter With SMART Boards  
 Teaching Students With ADHD  
 Teaching Students With Autism: Strategies for Success  
 Teaching Students With Learning Disabilities  
 Teaching Writing: Grades 4-6  
 Teaching Writing: Grades K-3  
 TEAS Prep 1  
 TEAS Prep 2  
 The Creative Classroom

The Differentiated Instruction and  
Response to Intervention Connection

Understanding Adolescents

Using the Internet in the Classroom

## TECHNOLOGY

Achieving Top Search Engine Positions

Advanced CompTIA® A+ Certification Prep

Advanced PHP: Database Integration

Basic CompTIA® A+ Certification Prep

Blockchain Fundamentals

Blogging and Podcasting for Beginners

CompTIA® Network+ Certification Prep

Creating Mobile Apps with HTML5

Creating WordPress Websites

Intermediate C# Programming

Intermediate CompTIA® A+  
Certification Prep

Intermediate Java Programming

Intermediate Networking

Intermediate PHP and MySQL

Intermediate SQL

Intermediate Visual Basic

Intermediate WordPress Websites

Introduction to Artificial Intelligence

Introduction to C# Programming

Introduction to C++ Programming

Introduction to Java Programming

Introduction to Machine Learning

Introduction to MySQL for PHP Developers

Introduction to Networking

Introduction to PC Security

Introduction to PC Troubleshooting

Introduction to PHP

Introduction to PHP and MySQL

Introduction to Programming

Introduction to Python 2.5 Programming

Introduction to Python 3 Programming

Introduction to SQL

Introduction to Visual Basic

Introduction to Windows 10

Introduction to XML

Keyboarding

Understanding the Cloud

Wireless Networking

## WRITING AND PUBLISHING

A to Z Grant Writing

Advanced Fiction Writing

Advanced Grant Proposal Writing

Becoming a Grant Writing Consultant

Beginning Writer's Workshop

Fundamentals of Technical Writing

Get Grants!

How to Make Money From Your Writing

Introduction to Internet Writing Markets

Introduction to Journaling

Introduction to Screenwriting

Mystery Writing

Research Methods for Writers

Romance Writing

The Craft of Magazine Writing

The Keys to Effective Editing

Travel Writing

Write and Publish Your Nonfiction Book

Write Effective Web Content

Write Fiction Like a Pro

Writerific: Creativity Training for Writers

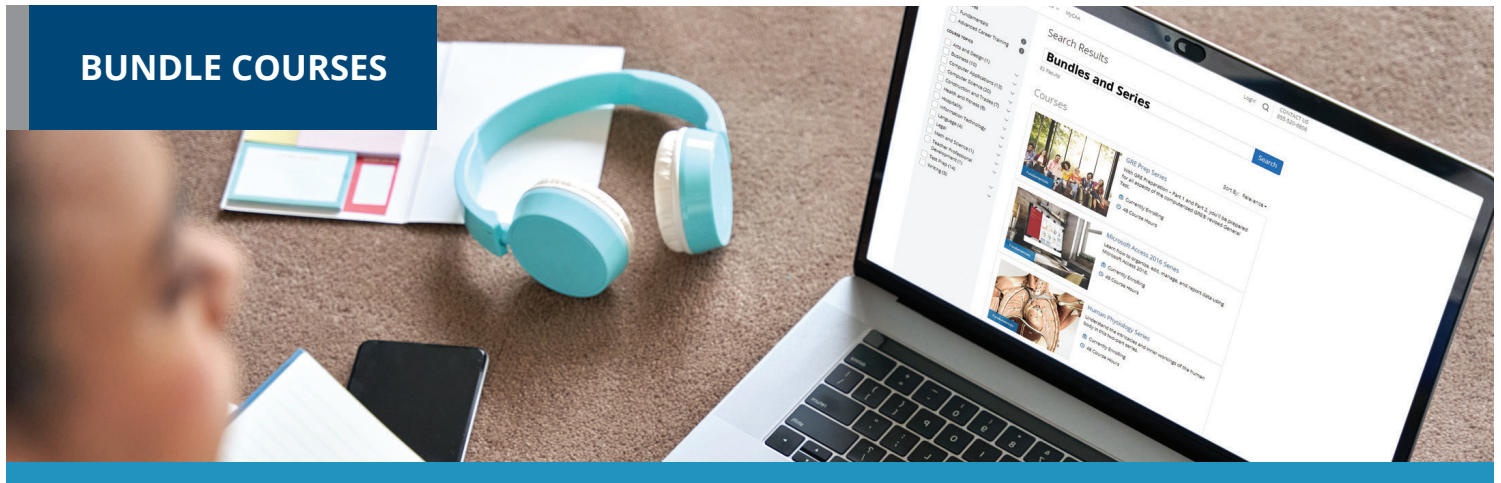
Writing Essentials

Writing for Children

Writing the Fantasy Novel

Writing Young Adult Fiction

## BUNDLE COURSES



Bundle courses allow you to take multiple instructor-led courses consecutively at a discounted price. They help you gain an in-depth understanding of the subject area.

### ACCOUNTING AND FINANCE

Accounting Fundamentals Series  
Accounting with Excel 2016 Suite  
Accounting with  
Microsoft Excel 2019 Suite  
Accounting with QuickBooks  
Financial Analyst Suite  
Online Suite  
Real Estate Suite  
Stock Trading Suite

### BUSINESS

A to Z Grant Writing Series  
Administrative Assistant Suite  
Administrative Assistant  
Communication Suite  
Basic Computer Skills Suite  
Beginning a Nonprofit Suite  
Business Suite  
Entrepreneurship Suite  
Google and Small Business  
Management Suite

Google for Business Administrates Suite  
Health Care Entrepreneurship Bundle  
Human Resource Management Suite  
Leadership Suite  
Managing Remote Teams  
Mastering Public Speaking Suite  
Microsoft Office 2016 Value Suite  
Microsoft Word 2016 Series  
New Manager Suite  
Nonprofit Management  
and Grant Writing Suite  
Nonprofit Suite  
Online Marketing Communications Suite  
Presentation Skills Suite  
Project Management Fundamentals Series  
Project Management Suite  
Sales Training Suite  
Small Business Suite  
Supervision and Management Series  
Supervisor Suite  
Supply Chain Suite  
Written Communication for Business Suite

### COLLEGE READINESS

Human Physiology Series  
SAT/ACT Prep Series

### COMPUTER APPLICATIONS

AutoCAD Fundamentals  
AutoCAD Professional  
Microsoft Access 2016 Series  
Microsoft Access 2019 Series  
Microsoft Excel 2016 Series  
Microsoft Excel 2019 and Statistics Suite  
Microsoft Excel 2019 Value Suite  
Microsoft Excel and Access 2019 Suite  
Microsoft Excel and Project 2019 Suite  
Microsoft Office 2019 Value Suite  
Microsoft Word 2019 Series  
QuickBooks 2019 Series  
QuickBooks Online Series  
QuickBooks Online  
with Microsoft Excel 2019

## DESIGN AND COMPOSITION

Creating WordPress Websites Series  
Photography Suite  
Web Design Value Suite

## HEALTHCARE AND MEDICAL

Aging and Health Bundle  
Explore a Career in Healthcare Suite  
Global Health and Healing Bundle  
Google in the Medical Workplace Suite  
Health and Well-Being Bundle  
Health Care Entrepreneurship Bundle  
Medical Office Basics Suite  
Medical Secretary Suite  
Medical Spanish Series  
Medical Terminology Series  
Medical Writer Suite  
Mind-Body Therapies Bundle  
Nutrition and Health Bundle  
Pain Management and End of Life Bundle  
Preparing for Medical Coding Suite  
Understanding Anatomy and Physiology  
Veterinary Assistant Series  
Women's Health Bundle

## LANGUAGE AND ARTS

Discover Sign Language Series  
Speed Spanish Series

## LAW AND LEGAL

Introduction to Law Suite  
Law Enforcement Suite  
Paralegal Suite  
Workplace Law Essentials Value Suite

## PERSONAL DEVELOPMENT

Animal Lovers Suite  
Financial Planning Suite

Healthy Living Suite

New Career Suite  
Self-Improvement Suite  
Soft Skills Suite

## TEACHING AND EDUCATION

Child Development Professional  
(Voucher Included)  
Classroom Technology Suite  
Educator's Fundamentals Series  
Empowering Adolescents  
in the Classroom Suite  
Grammar Refresher Series  
Graphic Design  
for Guidance Counselors Suite  
GRE Prep Series  
LSAT Preparation Series  
Prepare for GED Test Series  
Preparing Adolescents  
Beyond Graduation Suite  
Preparing High Schoolers Beyond  
Graduation Suite  
Reading Strategies Suite  
Teaching Adolescents Suite  
TEAS Prep Series

## TECHNOLOGY

Artificial Intelligence  
and Machine Learning Suite  
C# Programming Series  
Computer Networking Suite  
Digital Marketing Suite  
Intermediate PHP and MySQL Series  
Java Developer Suite  
Java Programming Series  
PC Networking and Security Suite  
PHP and MySQL Series  
SQL Series  
Visual Basic Series

## WRITING AND PUBLISHING

Creative Writing Value Suite  
Explore Fiction Writing Genres Suite  
Explore Non-Fiction Writing Suite  
Grant Writing Suite  
Technical Writing Suite  
Writing and Editing Value Suite  
Writing Fiction Series



## SELF-PACED COURSES



Taught by industry experts and deliver specific skills and knowledge that help to advance personal or professional development. Start a course at any time and get access to all lessons immediately. You'll have Three-month course access for flexible learning around your schedule.

### ACCOUNTING AND FINANCE

Accounting Fundamentals  
Accounting Fundamentals II  
Intermediate QuickBooks 2018  
Introduction to QuickBooks Online

### BUSINESS

A to Z Grant Writing  
A to Z Grant Writing II - Beyond the Basics  
Administrative Assistant Applications  
Administrative Assistant Fundamentals  
Building Teams That Work  
Business and Marketing Writing  
Business Budgeting for Beginners  
Business Finance  
for Non-Finance Personnel  
Collaborative Problem Solving  
Computer Skills for the Workplace  
Creating a Successful Business Plan  
Customer Service Training  
Distribution and Logistics Management  
Diversity Training for Employees  
and Managers  
Effective Selling  
Efficiency Training

Fundamentals of Supervision  
and Management  
Fundamentals of Supervision  
and Management II  
Goal Setting and Workplace  
High Performance Organization  
High Speed Project Management  
Introduction to Business Analysis  
Introduction to Interior Design  
Introduction to Nonprofit Management  
Leadership  
Learn to Buy and Sell on eBay  
Managing Customer Service  
Manufacturing Applications  
Manufacturing Fundamentals  
Marketing Your Business on the Internet  
Marketing Your Nonprofit  
Mastering Public Speaking  
Mastery of Business Fundamentals  
Nonprofit Fundraising Essentials  
Organizational Development and Change  
Persuasive Communication  
PMI Agile Certified Practitioner  
(PMI-ACP®)  
Productivity and Benchmarking

Professional Sales Skills  
Project Management Applications  
Project Management Fundamentals  
Project Management Fundamentals II  
Project Management Professional  
(PMP®) Prep  
Purchasing Fundamentals  
Secrets of the Caterer  
Six Sigma: Total Quality Applications  
Small Business Marketing on a Shoestring  
Start a Pet Sitting Business  
Start and Operate Your Own  
Home-Based Business  
Start Your Own Online Business  
Start Your Own Small Business  
Supply Chain Management Fundamentals  
Talent and Performance Management  
Total Quality Fundamentals  
Understanding the  
Human Resources Function  
Using Social Media in Business  
Winning RFP Responses  
Writing Effective Grant Proposals

## COMPUTER APPLICATIONS

Advanced Microsoft Excel 2016  
 Advanced Microsoft Excel 2019  
 Intermediate Microsoft Access 2016  
 Intermediate Microsoft Access 2019  
 Intermediate Microsoft Excel 2016  
 Intermediate Microsoft Excel 2019  
 Intermediate Microsoft Word 2016  
 Intermediate Microsoft Word 2019  
 Intermediate QuickBooks 2019  
 Intermediate QuickBooks Online  
 Introduction to Digital Scrapbooking  
 Introduction to Microsoft Access 2016  
 Introduction to Microsoft Access 2019  
 Introduction to Microsoft Excel 2016  
 Introduction to Microsoft Excel 2019  
 Introduction to Microsoft Outlook 2019  
 Introduction to Microsoft PowerPoint 2016  
 Introduction to Microsoft PowerPoint 2019  
 Introduction to Microsoft Project 2019  
 Introduction to Microsoft Word 2016  
 Introduction to Microsoft Word 2019  
 Introduction to QuickBooks 2019  
 Introduction to SharePoint 2019  
 Master VLOOKUP in Microsoft Excel  
 Microsoft Excel - Pivot Tables

## DESIGN AND COMPOSITION

Adobe Animate CC Training  
 Adobe Illustrator CC  
 Advanced Web Pages  
 Color Theory  
 Creating Web Pages  
 Designing Effective Websites  
 How to Get Started in Game Development  
 Introduction to CSS3 and HTML5  
 Introduction to Cybersecurity

Introduction to InDesign CC  
 Introduction to JavaScript  
 Introduction to Photoshop CC  
 Managing Web Design Projects  
 Photoshop CC for the Digital Photographer  
 Photoshop CC for the Digital Photographer II  
 Typography  
 UI/UX Design

## HEALTHCARE AND MEDICAL

A Focus on Human Disease  
 A Word Association Approach  
 Become a Physical Therapy Aide  
 Become a Veterinary Assistant  
 Become a Veterinary Assistant II: Canine Reproduction  
 Become a Veterinary Assistant III: Practical Skills  
 Certificate in Brain Health  
 Certificate in Complementary and Integrative Health  
 Certificate in End of Life Care  
 Certificate in Energy Medicine  
 Certificate in Food, Nutrition, and Health  
 Certificate in Gerontology  
 Certificate in Global Healing Systems  
 Certificate in Healing Environments for Body, Mind, and Spirit  
 Certificate in Healthy Aging  
 Certificate in Holistic and Integrative Health  
 Certificate in Infectious Diseases and Infection Control  
 Certificate in Integrative Behavioral Health  
 Certificate in Legal and Ethical Issues in Healthcare  
 Certificate in Meditation  
 Certificate in Mindful Relationships  
 Certificate in Mindfulness

Certificate in Nutrition, Chronic Disease, and Health Promotion  
 Certificate in Pain Assessment and Management  
 Certificate in Perinatal Issues  
 Certificate in Starting Your Own Business in Health and Healing  
 Certificate in Stress Management  
 Certificate in Violence Prevention and Awareness  
 Certificate in Women's Health Issues  
 Explore a Career as a Clinical Medical Assistant  
 Explore a Career as an Administrative Medical Assistant  
 Explore a Career in Medical Coding  
 Explore a Career in Medical Transcription  
 Explore a Career in Medical Writing  
 Explore a Career in Nursing  
 Grammar and Writing Skills for the Health Professional  
 Handling Medical Emergencies  
 HIPAA Compliance  
 Human Anatomy and Physiology  
 Human Anatomy and Physiology II  
 Introduction to the Medical Laboratory  
 Legal Nurse Consultant  
 Medical Assistant  
 Medical Math  
 Medical Terminology  
 Medical Terminology II:  
 Medical Terminology:  
 Spanish For Medical Professionals  
 Spanish for Medical Professionals II  
 Veterinary Medical Terminology

## IT BOOT CAMPS

AI Machine Learning Boot Camp  
 Cybersecurity Boot Camp  
 Data Science and Analytics Boot Camp  
 Software Engineering Boot Camp

## LANGUAGE AND ARTS

Beginning Conversational French  
 Conversational Japanese  
 Digital Camera  
 Digital Camera  
 Discover Digital Photography  
 Discover Sign Language  
 Discover Sign Language II  
 Enhancing Language Development  
 Grammar for ESL in Childhood  
 Instant Italian  
 Mastering your Digital SLR Camera  
 Music Made Easy  
 Photographing Nature  
     With Your Digital Camera  
 Photographing People  
     With Your Digital Camera  
 Secrets of Better Photography  
 Spanish for Law Enforcement  
 Speed Spanish  
 Speed Spanish II  
 Speed Spanish III  
 Writing for ESL

## LAW AND LEGAL

Administrative Law  
 Bankruptcy Law  
 Business Entity Formation  
 Civil Litigation  
 Civil Procedure  
 Constitutional Law  
 Contracts  
 Contracts for Business Owners  
 Corporate Document Drafting  
 Employment Law Fundamentals  
 Explore a Career as a Paralegal  
 Introduction to Business Law  
     (Transactions)  
 Introduction to Criminal Law

Law Office Management  
 Legal Aspects of Contracts  
 Legal Research  
 Legal Terminology  
 Legal Writing  
 Probate Law and Estate Planning  
 Real Estate Law  
 Torts  
 Transactional Drafting  
 Workers' Compensation

## PERSONAL DEVELOPMENT

Achieving Success With Difficult People  
 Get Assertive!  
 Get Funny!  
 Individual Excellence  
 Interpersonal Communication  
 Introduction to Stock Options  
 Keys to Effective Communication  
 Keys to Successful Money Management  
 Listen to Your Heart,  
     and Success Will Follow  
 Lose Weight and Keep It Off  
 Merrill Ream Speed Reading  
 Personal Finance  
 Real Estate Investing  
 Resume Writing Workshop  
 Skills for Making Great Decisions  
 Stocks, Bonds, and Investing: Oh, My!  
 The Analysis and Valuation of Stocks

## TEACHING AND EDUCATION

Creating a Classroom Website  
 Creating Classroom Centers  
 Creating the Inclusive Classroom:  
     Strategies for Success  
 Differentiated Instruction  
     in the Classroom  
 Empowering Students With Disabilities  
 Guided Reading and Writing: Strategies  
     for Maximum Student Achievement

Guided Reading: Strategies  
     for the Differentiated Classroom  
 Homeschool With Success  
 Integrating Technology in the Classroom  
 Introduction to Algebra  
 Introduction to Statistics  
 Model Drawing for Grades 1-6  
 Praxis Core Preparation  
 Reading Strategies That Work  
 Ready, Set, Read!  
 Response to Intervention:  
 Singapore Math Strategies:  
 Singapore Math: Number Sense  
     and Computational Strategies  
 Solving Classroom Discipline Problems  
 Solving Classroom Discipline Problems II  
 Spanish in the Classroom  
 Survival Kit for New Teachers  
 Teaching Adult Learners  
 Teaching Math: Grades 4-6  
 Teaching Preschool:  
     A Year of Inspiring Lessons  
 Teaching Science: Grades 4-6  
 Teaching Smarter With SMART Boards  
 Teaching Students With ADHD  
 Teaching Students With Autism:  
     Strategies for Success  
 Teaching Students  
     With Learning Disabilities  
 Teaching Writing: Grades 4-6  
 Teaching Writing: Grades K-3  
 The Creative Classroom  
 Understanding Adolescents  
 Using the Internet in the Classroom

## TECHNOLOGY

Achieving Top Search Engine Positions  
 Advanced CompTIA® A+ Certification Prep  
 Advanced JavaScript Concepts  
 Advanced Python

Basic CompTIA® A+ Certification Prep  
 Blockchain Fundamentals  
 Blogging and Podcasting for Beginners  
 Creating Mobile Apps with HTML5  
 Creating WordPress Websites  
 Django Training for Python Developers  
 Growing Plants for Fun and Profit  
 Instructional Design Training  
 Intermediate C# Programming  
 Intermediate CompTIA® A+ Certification Prep  
 Intermediate Java Programming  
 Intermediate Networking  
 Intermediate PHP and MySQL  
 Intermediate SQL  
 Intermediate Visual Basic  
 Intermediate WordPress Websites  
 Introduction to Artificial Intelligence  
 Introduction to Bootstrap Training  
 Introduction to C# Programming  
 Introduction to C++ Programming  
 Introduction to Creating, Styling, and Validating Forms  
 Introduction to Java Programming  
 Introduction to jQuery  
 Introduction to Machine Learning  
 Introduction to Networking  
 Introduction to PC Security  
 Introduction to PC Troubleshooting  
 Introduction to PHP and MySQL  
 Introduction to Programming  
 Introduction to Python 3 Programming  
 Introduction to SQL  
 Introduction to Visual Basic  
 Introduction to Vue.js Training  
 Introduction to Windows 10  
 Introduction to Windows 11  
 Introduction to XML  
 Keyboarding

Oracle PL/SQL Training  
 Oracle SQL Training  
 Python Data Analysis with JupyterLab  
 React Training  
 Sass Training  
 Things Every Developer Should Know  
 Understanding the Cloud  
 Wireless Networking

### TEST PREPARATION

ASE Technician Test Preparation 2.0 (TTP2): Auto Maintenance and Light Repair (G1)  
 GMAT Preparation  
 Grammar Refresher  
 Grammar Refresher II  
 GRE Preparation - Part 1 (Verbal and Analytical)  
 GRE Preparation - Part 2 (Quantitative)  
 LSAT Preparation - Part 1  
 LSAT Preparation - Part 2  
 Math Refresher  
 Prepare for the GED® Math Test  
 Prepare for the GED® Test  
 SAT/ACT Prep Course - Part 1  
 SAT/ACT Prep Course - Part 2  
 TEAS Prep 1  
 TEAS Prep 2

### WRITING AND PUBLISHING

Advanced Grant Proposal Writing  
 Fundamentals of Technical Writing  
 Get Grants!  
 How to Make Money From Your Writing  
 Introduction to Internet Writing Markets  
 Introduction to Journaling  
 Introduction to Screenwriting  
 Research Methods for Writers  
 The Craft of Magazine Writing  
 The Keys to Effective Editing

Write and Publish Your Nonfiction Book  
 Write Fiction Like a Pro  
 Writeriffic: Creativity Training for Writers  
 Writing the Fantasy Novel

### GENERAL INTEREST

Genealogy Basics  
 Introduction to Chemistry  
 Introduction to Natural Health and Healing  
 Luscious, Low-Fat, Lightning-Quick Meals  
 Start Your Own Edible Garden  
 Write Your Life Story



## ADVANCED CAREER TRAINING

Prepares you for a new career or delivers in-demand job skills. Many courses are aligned to prepare you to sit for nationally-recognized certification exams. Start course at any time and learn from experts in the field. The courses come with Student Advisors to help you navigate and complete the course. Many courses now include a voucher to take the certification exam as part of the overall cost. Courses range from 3 to 18 months and our admissions team can help enroll you into appropriate courses. Financial workforce or military assistance may be available.

### ARTS AND DESIGN

Adobe Certified Professional  
in Video Design (Vouchers Included)

Adobe Certified Professional  
in Visual Design (Vouchers Included)

Adobe Certified Professional  
in Web Design (Vouchers Included)

Certified Residential Interior Designer

Digital Arts Certificate

Graphic Design with Photoshop  
(Software Included)

Graphic Design with Photoshop  
(Software Included)

Marketing Design Certificate

Multimedia Arts Certificate

Video Game Design and Development

Web Design Professional

### BUSINESS

Accounts Payable Manager Certification  
(Exam Cost Included)

Accounts Payable Specialist Certification  
(Exam Cost Included)

Accounts Payable Specialist Certification  
with Microsoft Excel 2019 (Voucher)

Advertising and Outreach Specialist

Business Coach

Business Operations Specialist

Career Counselor

Career Counselor and Life Coach

Certification of Capability in  
Business Analysis (CCBA) Prep Course

Certified Administrative Professional  
(Voucher Included)

Certified Bookkeeper

Certified Bookkeeper with Microsoft Excel  
2019 (Voucher Included)

Certified Business Analysis Professional  
(CBAP) Prep Course

Certified Business Data Analytics  
(CBDA) Prep Course

Certified Credit Counselor  
(Exam Cost Included)

Certified Credit Counselor and  
Certified Financial Health Counselor

Certified Digital Marketing Fundamentals  
(Voucher Included)

Certified Digital Marketing Professional  
(Voucher Included)

Certified Financial Health Counselor  
(Exam Cost Included)

Certified Internal Auditor

Certified Manufacturing Associate

Certified Manufacturing Engineer

Certified Manufacturing Technologist

Certified Persuasive Copywriting

Certified Quality Auditor  
(Voucher Included)

Certified Quality Engineer  
(Voucher Included)

Certified Quality Improvement Associate  
(CQIA)

Certified Six Sigma Black Belt

Certified Six Sigma Green Belt  
(Exam Cost Included)

Certified Six Sigma Green Belt  
and Black Belt

Certified Six Sigma Yellow Belt  
and Green Belt (Exam Cost Included)

Certified Supply Chain Professional (CSCP)

Certified Supply Chain Professional  
+ Freight Broker/Agent Training

Certified Virtual Assistant

Chartered Tax Professional

Chartered Tax Professional  
for California Residents

Digital Marketing Strategist

Entrepreneurship: Start-Up and Business  
Owner Management  
(Voucher Included)

Entry Certificate in Business Analysis  
(ECBA) Prep Course

Executive Assistant

Executive Assistant with Microsoft  
Specialist (MOS) Expert  
(Vouchers Included)

Financial and Career Coach  
(Exam Cost Included)

Freight Broker/Agent Training

Human Resources Manager

Human Resources Professional

Human Resources Professional  
with Payroll Practice and Management

Human Resources Senior Manager

IC3 Digital Literacy GS5

IC3 Digital Literacy GS5  
(Vouchers Included)

Lean Six Sigma Black Belt  
(Exam Cost Included)

Lean Six Sigma Black Belt  
with 1-on-1 Project Coaching  
(Exam Cost Included)

Lean Six Sigma Green Belt  
(Exam Cost Included)

Lean Six Sigma Green Belt and Black Belt  
(Exam Cost Included)

Lean Six Sigma Green Belt with Black Belt  
with 1-on-1 Project Coaching  
(Exam Cost Included)

Lean Six Sigma Yellow Belt  
(Exam Cost Included)

Lean Six Sigma Yellow Belt and Green Belt  
(Exam Cost Included)

Lean Training (Exam Cost Included)

Management Training

Mastering Project Management  
with PMP®® Prep

Non-Profit Management  
+ Professional Grant Writing

Nonprofit Manager

Nonprofit Manager  
and Professional Grant Writing

Office Manager (Voucher Included)

Payroll Manager

Payroll Practice and Management

Payroll Practice and Management  
with Microsoft Excel 2019

Payroll Practice and Management with  
Microsoft Excel 2019  
(Voucher Included)

PMI Risk Management Professional

Procurement and Purchasing  
Management

Professional Consulting Practice

Professional Grant Writing

Project Management Essentials  
with CAPM®® Prep

Sales Manager

Sales Representative

Salesforce: Power User

Senior Professional In Human Resources

Six Sigma Yellow Belt

Student Loan Counselor  
(Exam Cost Included)

Technical Writing Manager

The Complete Project Manager  
with CAPM® and PMP® Prep

## COMPUTER APPLICATIONS

Certified Administrative Professional  
with Microsoft Office Specialist (MOS)  
Expert (Vouchers Included)

Certified Administrative Professional  
with Office Specialist MOS Associate  
(Vouchers Included)

Crystal Reports

Microsoft Access Certification Training  
(Voucher Included)

Microsoft Excel Certification Training  
(Voucher Included)

Microsoft Office Specialist (MOS) Associate  
Certification Training  
(Vouchers Included)

Microsoft Office Specialist (MOS)  
Certification Training  
(Vouchers Included)

Microsoft Outlook 2019  
Certification Training

Microsoft Outlook 2019 Certification  
Training (Voucher Included)

Microsoft PowerPoint 2019  
Certification Training

Microsoft PowerPoint 2019  
Certification Training  
(Voucher Included)

Microsoft Project 2019

Microsoft SharePoint 2019

Microsoft Word 2019 Certification Training

Microsoft Word Certification Training  
(Voucher Included)

Professional Bookkeeping  
with QuickBooks Online  
(Voucher Included)

Professional Bookkeeping  
with QuickBooks with  
Payroll Practice and Management

Professional Bookkeeping  
with QuickBooks with  
Payroll Practice and Management  
(Voucher Included)

## COMPUTER SCIENCE

C++ Programmer

Front-End Web Developer

Full Stack Software Developer

Java Programmer

Java Programmer + Python Developer

JavaScript Developer

Mastering Project Management  
with Microsoft Project 2019

Oracle SQL and PL/SQL  
+ Python Developer

Oracle SQL and PL/SQL  
+ Python Developer + Java Programmer

Oracle SQL and PL/SQL Developer

Oracle SQL and PL/SQL Developer  
+ Java Programmer

Python Developer

The Complete Project Manager  
with Microsoft Project 2019

UNIX Administration Basics

Web Applications Developer

Web Applications Developer Plus

## **CONSTRUCTION AND TRADES**

Automation Systems

Biofuel Production Operations

Certified Indoor Air Quality Manager

Certified Indoor Environmentalist Prep

Chemical Plant Operations

CNC Machinist

Composites Technician

Die Setter

Electrical Technician

Electrical Technician (Tools Included)

Engineering Technician

Foundations of Plumbing

Foundations of Plumbing (Tools Included)

Home Inspection Certificate

HVAC/R Certified Technician  
(Voucher Included)

HVAC/R Controls/Building

HVAC/R Simulations for Field Technicians

HVAC/R Technician (Voucher Included)

HVAC/R Technician (Spanish/English)  
(Voucher Included)

Leadership in Energy  
and Environmental Design (LEED)

Maintenance Technician

Manual Machinist

Mechatronics

Natural Gas Plant Operations

Oil Refinery Operations

Power Plant Operations

Press Operator: Cold Stamping

Press Operator: Hot Stamping

Process Technician

Programa de Certificado de Conocimiento  
Básico de HVACR NATE Core  
(Herramientas Incluidas)

Programa de Certificado de Conocimiento  
Básico de HVACR NATE Core

Programa de Certificado de Conocimiento  
Básico de HVACR NATE Core  
(Equipo Incluido)

Quality Inspector

Residential Electrician

Residential Electrician (Tools Included)

Robotics Technician

Tool and Die Maker

Toolmaker

Welder Technician

Welder Technician (Tools Included)

## **HEALTH AND FITNESS**

ACE Personal Trainer

ACE Personal Trainer with Fitness  
and Health Internship

ACSM Certified Exercise Physiologist

ACSM Certified Exercise Physiologist  
with Fitness and Health Internship

ACSM Personal Training

ACSM Personal Training with Fitness  
and Health Internship

Activity Director

AFAA Group Fitness Instructor  
(Voucher Included)

Certified Physical Therapy Aide  
(Voucher Included)

Certified Professional Life Coach  
(Exam Cost Included)

Fitness Business Management

NASM Certified Nutrition Coach  
(Exam Cost Included)

NASM Certified Nutrition Coach  
+ Weight Loss Specialist (CNC, WLS)  
(Vouchers Included)

NASM Certified Personal Trainer (Spanish)  
(Voucher Included)

NASM Certified Personal Trainer (Spanish)  
(Voucher Included)

NASM Certified Personal Trainer  
+ AFAA Group Fitness Instructor  
(Vouchers Included)

NASM Certified Personal Trainer  
+ Corrective Exercise  
(Vouchers Included)

NASM Certified Personal Trainer  
+ Performance Enhancement  
(Vouchers Included)

NASM Certified Personal Trainer  
and Exam Preparation  
(Voucher Included)

NASM Certified Weight Loss Coach  
(CPT, CNC, WLS) (Vouchers Included)

NASM Corrective Exercise Specialist (CES)  
(Exam Cost Included)

NASM Performance Enhancement  
Specialist (PES) (Exam Cost Included)

NASM Weight Loss Specialist (WLS)  
(Voucher Included)

NCSF Certified Strength Coach  
(Voucher Included)

NCSF Sports Nutrition Specialist  
(Voucher Included)

Nutrition for Optimal Health, Wellness,  
and Sports

Peer Support Specialist

Professional Recovery Coach

Registered Behavior Technician Training  
and Competency Assessment  
(Voucher Included)

Social Service Assistant

## HOSPITALITY

Ama de Casa Bilingüe  
 Basic Housekeeping  
 Catering Professional  
 Certified COVID Hospitality Compliance Officer (CHCO)  
 Certified Destination Wedding Planner  
 Certified Master Wedding and Event Planner  
 Certified Model Know How  
 Certified Wedding Planner  
 Corporate Event Planner  
 COVID Readiness for Servers and Waitstaff  
 Diseños Florales de Lujo  
 El Curso Especializado de Diseño de Bodas y Eventos de Preston Bailey  
 Event Management and Design  
 Event Planner  
 Executive Housekeeper  
 Fundamentos de Preston Bailey para el Diseño Floral  
 Hotel Management  
 Hotel Management with Executive Housekeeper  
 Household Manager  
 Household Manager with Executive Housekeeper  
 Master Event Design  
 Plan de Estudios del Curso de Certificación de Organización de Bodas y Eventos  
 Preston Bailey's Fundamentals of Floral Design  
 Preston Bailey's Intermediate Floral Design  
 Preston Bailey's Signature Wedding and Event Design  
 Restaurant Management  
 Travel Agent Training  
 Virtual Hybrid Event Planning

## INFORMATION TECHNOLOGY

AZ-104: Microsoft Azure Administrator (Voucher Included)  
 AZ-900 and 104: Microsoft Azure Fundamentals and Administrator (Vouchers Included)  
 AZ-900 and 500: Microsoft Azure Fundamental and Security Technologies (Vouchers Included)  
 AZ-900: Microsoft Azure Fundamentals (Voucher Included)  
 Certified AWS Cloud Practitioner and Developer (Vouchers Included)  
 Certified AWS Cloud Practitioner and Solutions Architect (Vouchers Included)  
 Certified AWS Cloud Practitioner and SysOps Administrator (Vouchers Included)  
 Certified AWS Developer (Voucher)  
 Certified AWS Solutions Architect (Voucher)  
 Certified AWS SysOps Administrator (Voucher Included)  
 Certified Ethical Hacker (Voucher Included)  
 Certified Information Security Manager (CISM) (Voucher Included)  
 Certified Information Systems Auditor (CISA) (Voucher Included)  
 Certified Information Systems Manager (CISM)  
 Certified Information Systems Security Professional (CISSP)  
 Certified Java Developer (Voucher Included)  
 Certified Kubernetes Administrator (CKA) (Voucher Included)  
 Certified Network Defender (CND) (Voucher Included)  
 Certified Penetration Testing Professional (CPENT) (Voucher Included)  
 Cisco CCNA Certification Training (Voucher Included)  
 Cisco CCNP Enterprise ENCOR and ENARSI

Cisco CCNP Enterprise ENCOR and ENARSI (Vouchers Included)  
 Cloud Engineer Boot CAMP (Vouchers Included)  
 CompTIA® A+ Certification Training  
 CompTIA® A+ with ITIL 4 Foundation (Vouchers Included)  
 CompTIA® Advanced Security Practitioner (CASP) (Voucher Included)  
 CompTIA® Certification Training: ITF+ and A+ (Vouchers Included)  
 CompTIA® Certification Training: ITF+, A+, Network+, Security+ (Vouchers Included)  
 CompTIA® Certification Training: Network+, Security+ (Voucher Included)  
 CompTIA® Certification Training: Network+, Security+ (Vouchers Included)  
 CompTIA® Cloud Essentials+  
 CompTIA® Cloud Essentials+ (Voucher Included)  
 CompTIA® IT Fundamentals (Voucher Included)  
 CompTIA® Linux+ (Voucher Included)  
 CompTIA® Network+ Certification Prep  
 CompTIA® Project+ (Voucher Included)  
 CompTIA®™ A+ Certification Training (Vouchers Included)  
 CompTIA®™ Certification Training: A+, Network+, Security+  
 CompTIA®™ Certification Training: A+, Network+, Security+ (Vouchers Included)  
 CompTIA®™ Cloud+ Certification Training (Voucher Included)  
 CompTIA®™ Network+ Certification Training (Voucher Included)  
 CompTIA®™ Security+ Certification Training (Voucher Included)  
 Computer Hacking Forensics Investigator (CHFI) (Voucher Included)



Digital Game Artist Certificate  
 EXIN Cloud Computing  
 Explore a Career in Cybersecurity  
 Front-End Web Developer  
 Information Security Training  
 (Vouchers Included)  
 IT Foundations Bundle (Vouchers  
 Included)  
 ITIL 4 Foundation (Voucher Included)  
 Linux Foundation Certified System  
 Administrator (LFCS)  
 (Voucher Included)  
 Management for IT Professionals  
 SSCP Systems Security  
 Certified Practitioner  
 VMware vSphere ICMv7.0  
 for the Real World

## IT BOOT CAMPS

Cisco CCNA Associate and CyberOps  
 Associate Training Boot Camp  
 Cloud Engineer Boot Camp  
 (Vouchers Included)  
 CompTIA® A+ Training Boot Camp  
 CompTIA® Cloud+ Training Boot Camp  
 CompTIA® CySA+ Training Boot Camp  
 CompTIA® Data+ Training Boot Camp  
 CompTIA® Network+ Training Boot Camp  
 CompTIA® Security+ Training Boot Camp  
 Cybersecurity Boot Camp  
 Ethical Hacking Dual Certification Boot  
 Camp (CEH and PenTest+)  
 Full Stack Web Development Boot Camp  
 ISACA CISA Training Boot Camp  
 (ISC) CISSP® Training Boot Camp  
 (ISC) CCSP® Training Boot Camp  
 (ISC) CAP® Training Boot Camp  
 Microsoft Azure Dual Certification  
 Boot Camp  
 Software Engineering Boot Camp

## LANGUAGE

Professional Interpreter  
 Professional Translator

## LEGAL

Certificate in Family Mediation  
 Certificate in Healthcare and Eldercare  
 Certificate in Mediation and Arbitration  
 Certificate in Mediation  
 and Restorative Justice  
 Certified Legal Secretary  
 Certified Paralegal (Voucher Included)  
 Court Interpreter (Spanish/English)  
 Digital Court Reporter  
 Digital Court Reporting with  
 Federal Court Interpreter  
 Immigration Court Interpreter  
 (Spanish/English)  
 Legal Terminology  
 Legal Transcription  
 Legal Transcriptionist

## MEDICAL AND DENTAL

Administrative Dental Assistant  
 Advanced Hospital Coding and CCS Prep  
 (Voucher Included)  
 Advanced Medical Interpreter  
 Certified Clinical Medical Assistant (CCMA)  
 (Voucher Included)  
 Certified Clinical Medical Assistant (CCMA)  
 + Certified Electronic Health Records  
 Specialist (CEHRS) (Vouchers Included)  
 Certified Clinical Medical Assistant for the  
 Experienced CMAA (Voucher Included)  
 Certified EKG Technician  
 (Voucher Included)  
 Certified EKG Technician  
 (Voucher and Lab Included)  
 Certified Electronic Health Records  
 Specialist (CEHRS)  
 Certified Electronic Health Records  
 Specialist with Medical Terminology

Certified Health Unit Coordinator  
 (Voucher Included)  
 Certified Inpatient Coder  
 Certified Medical Administrative Assistant  
 (CMAA) (Voucher Included)  
 Certified Medical Administrative Assistant  
 (CMAA) + Medical Terminology  
 (Voucher Included)  
 Certified Medical Administrative Assistant  
 with Certified Electronic Health Records  
 Specialist and Medical Terminology  
 (Vouchers Included)  
 Certified Medical Administrative Assistant  
 with Medical Billing and Coding  
 (Vouchers Included)  
 Certified Outpatient Coder  
 (Voucher Included)  
 Certified Pharmaceutical Sales  
 Representative (Exam Cost Included)  
 Certified Phlebotomy Technician  
 (Vouchers, Lab, with Onsite Training)  
 Certified Phlebotomy Technician  
 (Voucher + Lab Included)  
 Certified Phlebotomy Technician  
 (Voucher Included)  
 Certified Professional Medical Auditor  
 (Voucher Included)  
 Certified Risk Adjustment Coder  
 (Voucher Included)  
 Clinical Dental Assistant  
 (Vouchers Included)  
 Dental Office Manager  
 EKG Technician (Voucher Included)  
 Home Health Aide  
 ICD-10 Medical Coding  
 Medical Billing and Coding  
 (Voucher Included)  
 Medical Billing Specialist with CERHS  
 (Voucher Included)  
 Medical Interpreter (Spanish/English)  
 Medical Office Manager (CPPM)  
 (Vouchers Included)  
 Optical Manager  
 Optician Certification Training

Patient Access Representative  
(Vouchers Included)

Patient Care Technician  
(Voucher Included)

Pharmacy Technician (Voucher Included)

Sterile Processing Technician  
(Vouchers Included)

## TEACHER PROFESSIONAL DEVELOPMENT

120-Hour TEFL Certification

220-Hour Advanced TEFL Certification

Child Development Associate-  
Center-Based

Child Development Associate-  
Center-Based (Spanish/English)

Child Development Associate  
with RBT (Voucher Included)

Child Development Professional  
(Voucher Included)

Child Development Professional  
with RBT (Voucher Included)

Reading Strategies Suite

Teacher's Aide with ParaPro Prep

Teacher's Aide  
with RBT (Voucher Included)

## TEST PREP

Basic CompTIA® A+ Certification Prep

LSAT Preparation Series

## WRITING

Certified Technical Writer

## VETERINARY

Horse Care Management

Veterinary Assistant Series

Veterinary Assistant  
with Horse Care Management