



ONLINE COURSES

October 2024

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FUNDAMENTALS COURSES



Gain new personal and professional skills with **FUNDAMENTALS COURSES**. These are a 6-week format with weekly lessons averaging 24 work hours, and you get to learn with a cohort taking the course at the same time as you.

ARTS AND DESIGN

- Adobe Premiere Pro Training
- Creating Web Pages
- Designing Effective Websites
- Drawing for the Absolute Beginner
- How to Get Started in Game Development
- Intermediate Skills:
 - Digital Painting with Photoshop
- Intermediate WordPress Websites
- Introduction to Digital Scrapbooking
- Introduction to Guitar
- Introduction to InDesign CC
- Introduction to Interior Design
- Introduction to Lightroom Classic CC
- Introduction to Photoshop CC
- Mastering Your SLR or Mirrorless Camera
- Music Made Easy
- Photographing Nature
 - With Your Digital Camera
- Photographing People
 - With Your Digital Camera
- Photoshop CC
 - for the Digital Photographer
- Photoshop Elements
 - for the Digital Photographer

- Photoshop Elements
 - for the Digital Photographer II
- Secrets of Better Photography
- UI/UX Design

BUSINESS

- A to Z Grant Writing II - Beyond the Basics
- Accounting Fundamentals
- Accounting Fundamentals II
- Achieving Success with Difficult People
- Achieving Top Search Engine Positions
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Blogging and Podcasting for Beginners
- 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
- 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
- Get Assertive!
- Get Grants!
- Goal Setting and Workplace
 - Efficiency Training
- Growing Plants for Fun and Profit
- Growing Your Business
 - with Digital Marketing
- High Performance Organization
- High Speed Project Management
- Individual Excellence
- Interpersonal Communication
- Introduction to Business Analysis
- Introduction to Nonprofit Management
- Introduction to Stock Options
- Keys to Effective Communication
- Keys to Successful Money Management
- Leadership
- Learn to Buy and Sell on eBay

Listen to Your Heart,
and Success Will Follow

Managing Customer Service

Managing Remote Teams

Marketing Your Nonprofit

Mastering Public Speaking

Mastery of Business Fundamentals

Nonprofit Fundraising Essentials

Personal Finance

Professional Sales Skills

Project Management Applications

Project Management Fundamentals

Project Management Fundamentals II

Project Management Professional
(PMP®) Prep

Purchasing Fundamentals

Real Estate Investing

Resume Writing Workshop

Six Sigma: Total Quality Applications

Skills for Making Great Decisions

Small Business Marketing on a Shoestring

Start and Operate Your Own
Home-Based Business

Start Your Own Arts and Crafts Business

Start Your Own Edible Garden

Start Your Own Gift Basket Business

Start Your Own Online Business

Start Your Own Small Business

Starting a Consulting Practice

Starting a Nonprofit

Stocks, Bonds, and Investing: Oh, My!

Supply Chain Management Fundamentals

Talent and Performance Management

The Analysis and Valuation of Stocks

Total Quality Fundamentals

Twelve Steps to a Successful Job Search

Understanding the
Human Resources Function

Using Social Media in Business

Where Does All My Money Go?

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 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 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 PC Troubleshooting

Introduction to QuickBooks 2019

Introduction to Windows 10

Keyboarding

Microsoft Excel - Pivot Tables

COMPUTER SCIENCE

Advanced PHP Database Integration

Advanced Web Pages

Blockchain Fundamentals

Creating Mobile Apps with HTML5

Intermediate Java Programming

Intermediate PHP and MySQL

Intermediate SQL

Intermediate Visual Basic

Introduction to Artificial Intelligence

Introduction to C# Programming

Introduction to C++ Programming

Introduction to CSS3 and HTML5

Introduction to Java Programming

Introduction to JavaScript

Introduction to Machine Learning

Introduction to MySQL for PHP Developers

Introduction to PHP

Introduction to Programming

Introduction to Python 2.5 Programming

Introduction to Python 3 Programming

Introduction to SQL

Introduction to Visual Basic

Introduction to XML

CONSTRUCTION AND TRADES

Manufacturing Applications

Manufacturing Fundamentals

HEALTH AND WELLNESS

Anxiety Disorders:
An Integrative Approach

Aromatherapy:
The Healing Power of Scent

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

Certificate in Medical Cannabis

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

Certificate in Violence Prevention and Awareness

Certificate in Wellness and the Environment

Certificate in Women's Health Issues

Depression: An Integrative Approach

Energy Healing

Explore a Career as a Pharmacy Technician

Food and Mood: What's the Connection?

Genealogy Basics

Holistic Stress Management

Introduction to Natural Health and Healing

Lose Weight and Keep It Off

Luscious, Low-Fat, Lightning-Quick Meals

Mindfulness Meditation

Music Therapy and Sound Healing

Nutrition, Stress, and Immune Function

Wire Your Brain for Happiness

HEALTHCARE AND MEDICAL

Become a Physical Therapy Aide

Become an Optical Assistant

Introduction to the Medical Laboratory

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

Medical Math

Medical Terminology II: A Focus on Human Disease

Medical Terminology: A Word Association Approach

Handling Medical Emergencies

HIPAA Compliance

Spanish for Medical Professionals

Spanish for Medical Professionals II

HOSPITALITY

Secrets of the Caterer

Start a Pet Sitting Business

INFORMATION TECHNOLOGY

Intermediate Networking

Introduction to Networking

Introduction to PC Security

Understanding the Cloud

Wireless Networking

LANGUAGE

Beginning Conversational French

Conversational Japanese

Creating WordPress Websites

Discover Sign Language

Discover Sign Language II

Get Funny!

Grammar for ESL

Instant Italian

Spanish for Law Enforcement

Spanish in the Classroom

Speed Spanish

Speed Spanish II

Speed Spanish III

Writing for ESL

LAW AND LEGAL

Administrative Law

Bankruptcy Law

Business Entity Formation

Civil Litigation

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 Nurse Consultant

Legal Terminology

Legal Research

Legal Writing

Probate Law and Estate Planning

Real Estate Law

Torts
Workers' Compensation

MATH AND SCIENCE

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

TEACHING AND EDUCATION

A Guide to Bloom's Taxonomy and Cognitive Thinking
A Guide to Webb's DOK: Understanding Rigor
Aligning Homework to Instruction
An Introduction to Logical Fallacies
Asociado de Desarrollo Infantil para Estudiantes de Inglés (Español)
Assessment Tools to Support Online Learning
Behavior Contract Design
Behavior Strategies for Improved Testing Performance
Building Effective Writing Prompts for All Students
Building Reading and Writing Fluency
Checking for Understanding in Elementary Math
Choosing the Right Assessments for Your Students
Claim-Evidence Reasoning (CER) in the Science Classroom
Classroom Management Processes
Collaborative Learning in the Classroom
Counseling for College Prep
Creating a Classroom Website
Creating a Structured Classroom for Students with Autism
Creating Classroom Centers

Creating the Inclusive Classroom: Strategies for Success
Designing a Quality Sub Folder
Designing IEP Goals
Diagnostic Assessments: An Overview
Differentiated Instruction in the Classroom
Differentiating K-12 Assessments
Educating Diverse Student Populations in Your Classroom
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Explicit Instruction in Elementary Reading
Expository Writing and Embedded Grammar Instruction
Flipped Learning in the Classroom
Fostering Divergent Thinking for Student Creativity
Grouping English Language Learners
Growth Mindset in the Gifted Classroom
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Inquiry-Based Teaching and Learning
Inspire Family Engagement with Positive Communication
Instructional Strategies and Learning Activities
Instructionally-Aligned Field Trips
Integrating Technology with Blended Learning
Integrating Technology in the Classroom
Introduction to Response to Intervention (RTI)
Introduction to Active Monitoring and Data Collection
Introduction to Classroom Documentation
Introduction to Online Learning
Literacy Stations for PreK-2nd Grade
Maintaining and Improving Professionalism on Campus

Maintaining Appropriate Teacher-Student Boundaries
Making the Most of Your Limited Planning Time
Math Stations for PreK-2nd Grade
Measuring Growth in Writing Using Rubrics
Memorization Using the Memory Palace Technique
Peer Tutoring for English Language Learners
Planning for Differentiation in Every Classroom
Practical Action Research in the Classroom
Productive Methods of Struggle for Students
Professionalism Through Positive Personality
Project-Based Learning
Ready, Set, Read!
Recitation Through Rote Memorization of Text
Response to Intervention: Reading Strategies That Work
Retrieval Practice for Understanding Math
Simple ELL Vocabulary Strategies
Simple Ideas to Promote Student Engagement
Social-Emotional Support for Gifted Students
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Strategies and Tools for Co-Teaching
Strategies to Check for Understanding Student-Led Classroom Management
Supporting Reading Instruction for K-5 Students
Survival Kit for New Teachers
Teaching Adult Learners
Teaching Effective Problem-Based Lab Reports
Teaching High School Students
Teaching Math: Grades 4-6

Teaching Methods
for Solving Word Problems

Teaching Preschool:
A Year of Inspiring Lessons

Teaching Proper Text Annotations
and Evidence

Teaching Science: Grades 4-6

Teaching Smarter With SMART Boards

Teaching Students
With Learning Disabilities

Teaching Students With ADHD

Teaching Students With Autism:
Strategies for Success

Teaching the Notecard System

Teaching Writing: Grades 4-6

Teaching Writing: Grades K-3

The Creative Classroom

The Differentiated Instruction and
Response to Intervention Connection

The Gradual Release
of Responsibility Model

The Science Poster for the GT Student

Transforming Traditional Lessons
to Online Learning

Trauma-Informed Teaching Strategies
for Grades 6-12

Trauma-Informed Teaching Strategies
for PreK-5th Grade

Understanding Adolescents

Understanding and Supporting
Students with ADHD

Understanding and Supporting
Students with Dyslexia

Understanding Students
at Risk of Dropping Out

Universal Design for Learning
(UDL) Principles

Using Graphic Organizers
with Bloom's Taxonomy

Using the Internet in the Classroom

Writing Effective Learning Objectives

Writing Support
for English Language Learners

TEST PREPARATION

CompTIA A+ Certification Prep 1:
Hardware

CompTIA A+ Certification Prep 2:
Software

CompTIA A+ Certification Prep 3:
Network/Security

Praxis Core Preparation

Prepare for the GED® Math Test

Prepare for the GED® Math Test

Prepare for the GED® Test

Prepare for the GED® Test

VETERINARY

Become a Veterinary Assistant

Become a Veterinary Assistant II:
Canine Reproduction

Become a Veterinary Assistant III:
Practical Skills

Veterinary Medical Terminology

WRITING AND EDITING

A to Z Grant Writing

Advanced Fiction Writing

Beginning Writer's Workshop

Fundamentals of Technical Writing

Grammar Refresher

Grammar Refresher II

How to Make Money From Your Writing

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

Writeriffic: Creativity Training for Writers

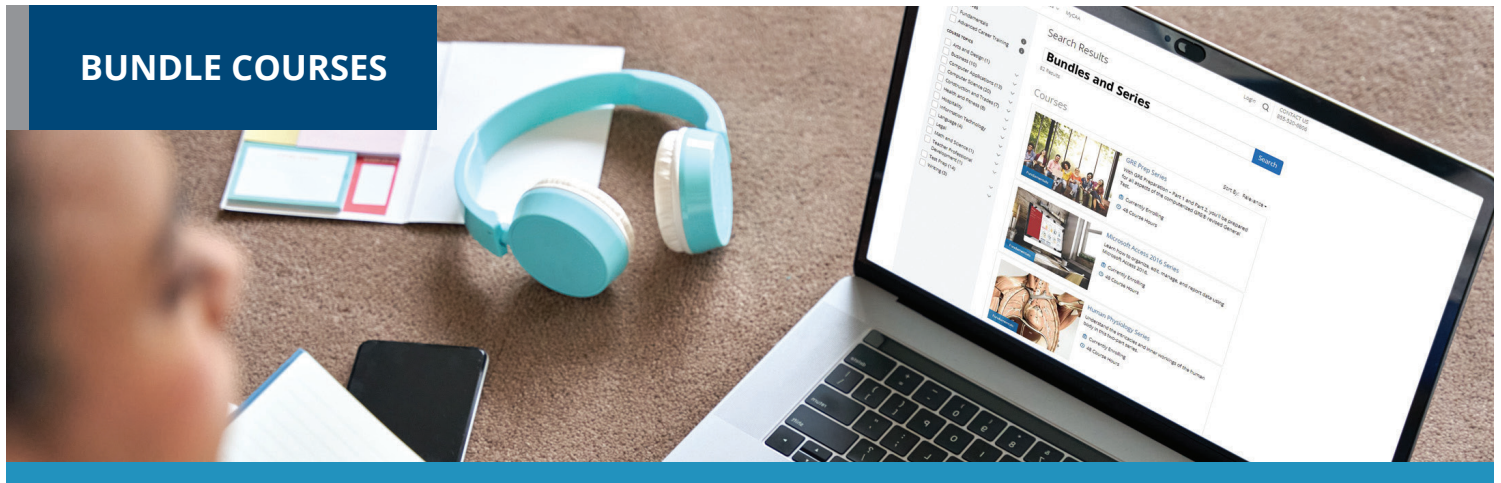
Writing Essentials

Writing for Children

Writing the Fantasy Novel

Writing Young Adult Fiction

BUNDLE COURSES



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

ARTS AND DESIGN

Creating WordPress Websites Series
Photography Suite
Web Design Value Suite

BUSINESS

A to Z Grant Writing Series
Accounting Fundamentals Series
Accounting with QuickBooks Online Suite
Administrative Assistant Suite
Basic Computer Skills Suite
Digital Marketing Suite
Entrepreneurship Suite
Financial Analyst Suite
Financial Planning Suite
Google and Small Business Management Suite
Grant Writing Suite
Human Resource Management Suite
Leadership Suite
Managing Remote Teams
New Career Suite
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
Real Estate Suite
Sales Training Suite
Self-Improvement Suite
Small Business Suite
Soft Skills Suite
Stock Trading Suite
Supervision and Management Series
Supervisor Suite
Supply Chain Suite
Written Communication for Business Suite

COMPUTER APPLICATIONS

Accounting with Microsoft Excel 2016 Suite
Accounting with Microsoft Excel 2019 Suite
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 2016 Value Suite
Microsoft Office 2019 Value Suite
Microsoft Word 2016 Series
Microsoft Word 2019 Series
QuickBooks Online Series

COMPUTER SCIENCE

Artificial Intelligence and Machine Learning Suite
Java Developer Suite
Java Programming Series
SQL Series
Visual Basic Series

HEALTH AND FITNESS

Aging and Health Bundle
Global Health and Healing Bundle
Health Care Entrepreneurship Bundle
Health and Well-Being Bundle

Healthy Living Suite

Mind-Body Therapies Bundle

NASM Certified Personal Trainer +
Home Gym Design + Virtual Coaching
Specialization Bundle

NASM Certified Personal Trainer
+ Sports Nutrition Coach + Youth
Exercise Specialization Bundle

NASM Certified Personal Trainer and
Senior Fitness Specialization Bundle

NASM Certified Personal Trainer and
Women's Fitness Specialization Bundle

NASM Corrective Exercise Specialist and
Senior Fitness Specialization Bundle

NASM Weight Loss Coach and Women's
Fitness Specialization Bundle

Nutrition and Health Bundle

Pain Management and End of Life Bundle

Women's Health Bundle

HEALTHCARE AND MEDICAL

Explore a Career in Healthcare Suite

Health Care Entrepreneurship Bundle

Medical Office Basics Suite

Medical Secretary Suite

Medical Spanish Series

Medical Terminology Series

Medical Writer Suite

INFORMATION TECHNOLOGY

Computer Networking Suite

LANGUAGE

Speed Spanish Series

LAW AND LEGAL

Introduction to Law Suite

Law Enforcement Suite

Workplace Law Essentials Value Suite

MATH AND SCIENCE

Human Physiology Series

TEACHING AND EDUCATION

Classroom Technology Suite

Educator's Fundamentals Series

Reading Strategies Suite

TEST PREPARATION

CompTIA A+ Certification Prep Series

Prepare for GED Test Series

TEAS Prep Series

VETERINARY

Animal Lovers Suite

Veterinary Assistant Series

WRITING AND EDITING

Creative Writing Value Suite

Explore Fiction Writing Genres Suite

Explore Non-Fiction Writing Suite

Grammar Refresher Series

Technical Writing Suite

Writing and Editing Value Suite

Writing Fiction Series

SELF-GUIDED COURSES



SELF-GUIDED courses are 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.

ARTS AND DESIGN

Adobe Animate CC Training
 Adobe Illustrator CC
 Advanced Web Pages
 Color Theory
 Creating Web Pages
 Creating WordPress Websites
 Designing Effective Websites
 Discover Digital Photography
 How to Get Started in Game Development
 Instructional Design Training
 Intermediate WordPress Websites
 Introduction to InDesign CC
 Introduction to Photoshop CC
 Managing Web Design Projects
 Mastering Your Digital SLR
 or Mirrorless Camera
 Music Made Easy
 Photographing Nature
 With Your Digital Camera
 Photographing People
 With Your Digital Camera
 Photoshop CC
 for the Digital Photographer

Photoshop CC
 for the Digital Photographer II
 Secrets of Better Photography
 Typography
 UI/UX Design

BUSINESS

A to Z Grant Writing
 A to Z Grant Writing II - Beyond the Basics
 Accounting Fundamentals
 Accounting Fundamentals II
 Achieving Success with Difficult People
 Administrative Assistant Applications
 Administrative Assistant Fundamentals
 Blogging and Podcasting for Beginners
 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
 Get Assertive!
 Goal Setting and Workplace
 Efficiency Training
 Growing Plants for Fun and Profit
 High Performance Organization
 High Speed Project Management
 Individual Excellence
 Intermediate QuickBooks 2018
 Introduction to Business Analysis
 Introduction to Interior Design
 Introduction to Nonprofit Management
 Introduction to QuickBooks Onlin
 Leadership
 Learn to Buy and Sell on eBay
 Listen to Your Heart,
 and Success Will Follow

Managing Customer Service
 Marketing Your Business on the Internet
 Marketing Your Nonprofit
 Mastering Public Speaking
 Mastery of Business Fundamentals
 Nonprofit Fundraising Essentials
 Organizational Development and Change
 Persuasive Communication
 Productivity and Benchmarking
 Professional Sales Skills
 Project Management Applications
 Project Management Fundamentals
 Project Management Fundamentals II
 Project Management Professional (PMP®) Prep
 Purchasing Fundamentals
 Six Sigma: Total Quality Applications
 Small Business Marketing on a Shoestring
 Start and Operate Your Own Home-Based Business
 Start Your Own Edible Garden
 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 Online
 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 PC Troubleshooting
 Introduction to SharePoint 2019
 Introduction to Windows 10
 Introduction to Windows 11
 Keyboarding
 Master VLOOKUP in Microsoft Excel
 Microsoft Excel - Pivot Tables

COMPUTER SCIENCE

Advanced JavaScript Concepts
 Advanced Python
 Blockchain Fundamentals
 Creating Mobile Apps with HTML5
 Django Training for Python Developers
 Intermediate C# Programming
 Intermediate Java Programming
 Intermediate SQL
 Intermediate Visual Basic
 Introduction to Artificial Intelligence
 Introduction to Bootstrap Training
 Introduction to C# Programming
 Introduction to C++ Programming
 Introduction to CSS3 and HTML5

Introduction to Creating, Styling, and Validating Forms
 Introduction to Java Programming
 Introduction to JavaScript
 Introduction to jQuery
 Introduction to Machine Learning
 Introduction to Programming
 Introduction to Python 2.5 Programming
 Introduction to Python 3 Programming
 Introduction to SQL
 Introduction to Visual Basic
 Introduction to Vue.js Training
 Introduction to XML
 Oracle PL/SQL Training
 Oracle SQL Training
 Python Data Analysis with JupyterLab
 React Training
 Sass Training
 Things Every Developer Should Know

CONSTRUCTIONS AND TRADES

Manufacturing Applications
 Manufacturing Fundamentals

HEALTH AND WELLNESS

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
 Genealogy Basics
 Lose Weight and Keep It Off

HEALTHCARE AND MEDICAL

Become a Physical Therapy Aide
 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 II:
 A Focus on Human Disease

Medical Terminology:
 A Word Association Approach
 Spanish For Medical Professionals
 Spanish for Medical Professionals II

HOSPITALITY

Secrets of the Caterer
 Start a Pet Sitting Business

INFORMATION TECHNOLOGY

Intermediate Networking
 Introduction to Cybersecurity
 Introduction to Networking
 Introduction to PC Security
 Understanding the Cloud
 Wireless Networking

LANGUAGE

Beginning Conversational French
 Conversational Japanese
 Discover Sign Language
 Discover Sign Language II
 Get Funny!
 Instant Italian
 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
 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

TEACHING AND EDUCATION

A Review of Boundaries, Communication,
 and Professionalism in the Classroom
 AI for Students:
 Ensuring Appropriate and Effective Use
 AI for Teachers: Increasing Productivity
 and Improving Instruction
 Brain Breaks in the Classroom:
 Giving Students a Mental Break
 During Rigorous Classwork
 Creating a Classroom Website
 Creating Classroom Centers
 Creating the Inclusive Classroom:
 Strategies for Success
 Creativity in Your Gifted Students
 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
 Merrill Ream Speed Reading

Model Drawing for Grades 1-6
 Move To Learn
 Planning for Lab Investigations
 in the Science Classroom
 Praxis Core Preparation
 Providing Actionable Feedback
 to Students
 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
 Supporting Reading Instruction
 for Middle School Learners
 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
 Varied Assessment Methods
 for Gifted Students

TEST PREPARATION

Grammar Refresher
 Grammar Refresher II
 Math Refresher
 Prepare for the GED® Math Test
 Prepare for the GED® Test
 TEAS Prep 1
 TEAS Prep 2

VETERINARY

Become a Veterinary Assistant
 Become a Veterinary Assistant II:
 Canine Reproduction
 Become a Veterinary Assistant III:
 Practical Skills
 Veterinary Medical Terminology

WRITING AND EDITING

Fundamentals of Technical Writing
 How to Make Money From Your Writing
 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
 Write Your Life Story

ADVANCED CAREER TRAINING



ADVANCED CAREER TRAINING courses prepare 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 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)
- Certified Residential Interior Designer
- Digital Arts Certificate
- Digital Game Artist Certificate
- Graphic Design with Photoshop (Software Included)
- Marketing Design Certificate
- Multimedia Arts Certificate

BUSINESS

- Accounts Payable Manager Certification (Exam Cost Included)
- Accounts Payable Specialist Certification (Exam Cost Included)
- Accounts Payable Specialist Certification with Microsoft Excel (Voucher Included)
- Advertising and Outreach Specialist

- Agile Analyst Certification (AAC) Prep (Voucher Included)
- Business Coach
- Business Operations Specialist
- Career Counselor
- Career Counselor and Life Coach
- Certificate in Product Ownership Analysis (CPOA) Prep (Voucher Included)
- Certification of Capability in Business Analysis (CCBA) Prep Course
- Certified Administrative Professional (Voucher Included)
- Certified Administrative Professional with Microsoft Office Specialist (MOS) Associate (Vouchers Included)
- Certified Administrative Professional with Microsoft Office Specialist (MOS) Expert (Vouchers Included)
- Certified Bookkeeper (Vouchers Included)
- Certified Bookkeeper with Microsoft Excel 2019 (Voucher Included)
- Certified Brand Strategist

- Certified Business Analysis Professional (CBAP) Prep Course
- Certified Business Data Analytics (CBDA) Prep (Voucher Included)
- Certified Credit Counselor (Exam Cost Included)
- Certified Credit Counselor and Certified Financial Health Counselor (Exam Cost Included)
- Certified E-Commerce Specialist
- Certified Financial Health Counselor (Exam Cost Included)
- Certified Internal Auditor
- Certified Internal Auditor with Microsoft Excel (Voucher Included)
- Certified Persuasive Copywriting
- Certified Six Sigma Black Belt
- Certified Six Sigma Green Belt
- Certified Six Sigma Green Belt and Black Belt
- Certified Social Media Manager
- Certified Supply Chain Professional (CSCP)

Certified Supply Chain Professional + Freight Broker/Agent Training	Nonprofit Manager and Professional Grant Writing (Voucher Included)	Microsoft PowerPoint Certification Training (Voucher Included)
Certified Virtual Assistant	Office Manager (Voucher Included)	Microsoft SharePoint 2019
Chartered Tax Professional	Procure-to-Pay Manager (Exam Included)	Microsoft Word Certification Training (Voucher Included)
Chartered Tax Professional for California Residents	Procure-to-Pay Specialist (Exam Included)	Professional Bookkeeping with QuickBooks Online (Voucher Included)
Digital Marketing Strategist	Payroll Manager	Professional Bookkeeping with QuickBooks with Payroll Practice and Management (Voucher Included)
Entrepreneurship: Start-Up and Business Owner Management (Voucher Included)	Payroll Practice and Management	Revit Architecture Professional
Entry Certificate in Business Analysis (ECBA) Prep (Voucher Included)	Payroll Practice and Management with Microsoft Excel 2019 (Voucher Included)	Revit Fundamentals
Executive Assistant (Voucher Included)	Procurement and Purchasing Management	Revit MEP Professional
Executive Assistant with Microsoft Specialist (MOS) Associate (Vouchers Included)	Professional Consulting Practice	Revit Structure Professional
Executive Assistant with Microsoft Specialist (MOS) Expert (Vouchers Included)	Professional Grant Writing (Voucher Included)	SketchUp Pro Fundamentals
Financial and Career Coach (Exam Cost Included)	Project Management Essentials with CAPM® Prep	COMPUTER SCIENCE
Freight Broker/Agent Training	Sales Manager	C++ Programmer
Human Resources Manager	Sales Representative	Front-End Web Developer
Human Resources Professional	Senior Professional In Human Resources	Full Stack Software Developer
Human Resources Professional with Payroll Practice and Management	Senior Professional In Human Resources with Payroll Practice and Management	Java Programmer
Human Resources Senior Manager	Student Loan Counselor (Exam Cost Included)	Java Programmer + Python Developer
Lean Six Sigma Black Belt (Exam Cost Included)	The Complete Project Manager with CAPM® and PMP® Prep	JavaScript Developer
Lean Six Sigma Black Belt with 1-on-1 Project Coaching (Exam Cost Included)	COMPUTER APPLICATIONS	Oracle SQL and PL/SQL + Python Developer
Lean Six Sigma Green Belt (Exam Cost Included)	Civil 3D Certification Training	Oracle SQL and PL/SQL + Python Developer + Java Programmer
Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)	Crystal Reports	Oracle SQL and PL/SQL Developer + Java Programmer
Lean Six Sigma Green Belt with Black Belt with 1-on-1 Project Coaching (Exam Cost Included)	Fundamentals of Blueprint Reading and Estimating	Oracle SQL and PL/SQL Developer + Python Developer
Lean Six Sigma Yellow Belt and Green Belt (Exam Cost Included)	Intermediate Civil 3D Training	Video Game Design and Development
Lean Training (Exam Cost Included)	Microsoft Access Certification Training (Voucher Included)	Web Applications Developer
Management Training	Microsoft Excel Certification Training (Voucher Included)	Web Applications Developer Plus
Mastering Project Management with PMP® Prep	Microsoft Office Specialist (MOS) Associate Certification Training (Vouchers Included)	Web Design Professional
Nonprofit Manager	Microsoft Office Specialist (MOS) Expert Certification Training (Voucher Included)	CONSTRUCTION AND TRADES
	Microsoft Outlook Certification Training (Voucher Included)	Biofuel Production Operations
		Certified Additive Manufacturing-Fundamentals (CAM-F) (Voucher Included)

Certified Additive Manufacturing-Technician (CAM-T) (Voucher Included)	NABCEP Certification - PV Installation Professional	Certified Physical Therapy Aide (Voucher Included)
Certified Manufacturing Associate (CMfgA) (Voucher Included)	Natural Gas Plant Operations	Certified Professional Life Coach
Certified Manufacturing Engineer (CMfgE) (Voucher Included)	Oil Refinery Operations	Fitness Business Management
Certified Manufacturing Technologist (CMfgT) (Voucher Included)	Power Plant Operations	NASM Certified Nutrition Coach (Exam Cost Included)
Chemical Plant Operations	Press Operator: Cold Stamping	NASM Certified Nutrition Coach + Weight Loss Specialist (CNC, WLS) (Vouchers Included)
CNC Machinist	Press Operator: Hot Stamping	NASM Certified Personal Trainer + AFAA Group Fitness Instructor (Vouchers Included)
CNC Machinist with VR Training (VR Headset Included)	Process Technician	NASM Certified Personal Trainer + Corrective Exercise (Vouchers Included)
Composites Technician	Programa de Certificado de Conocimiento Básico de HVACR NATE Core (Vale y Herramientas Incluidas)	NASM Certified Personal Trainer + Performance Enhancement (Vouchers Included)
Die Setter	Quality Inspector	NASM Certified Personal Trainer and Exam Preparation (Voucher Included)
Electrical Technician (Tools Included)	Quality Inspector with VR Training (VR Headset Included)	NASM Certified Personal Trainer (Spanish) (Voucher Included)
Electric Vehicle Fundamentals (EVF) (Voucher Included)	Residential Electrician (Tools Included)	NASM Certified Sports Nutrition Coach (Exam Cost Included)
Engineering Technician	Robotics in Manufacturing Fundamentals (RMF) (Voucher Included)	NASM Certified Weight Loss Coach (CPT, CNC, WLS) (Vouchers Included)
Engineering Technician with VR Training (VR Headset Included)	Robotics Technician	NASM Corrective Exercise Specialist (CES) (Exam Cost Included)
Foundations of Plumbing (Tools Included)	Solar Design Training	NASM Group Personal Training Specialization
Home Inspection Certificate	Solar Sales Training	NASM Home Gym Design Specialization
HVAC/R Certified Technician (Voucher Included)	Técnico Electrico	NASM Performance Enhancement Specialist (PES) (Exam Cost Included)
HVAC/R Certified Technician (Voucher and Tools Included)	Técnico HVAC/R (De Español a Inglés) (Incluye Cupón)	NASM Senior Fitness Specialization
HVAC/R Controls/Building Automation Systems	Técnico HVAC/R para Estudiantes de Inglés (Español)	NASM Virtual Coaching Specialization
HVAC/R Simulations for Field Technicians	Tool and Die Maker	NASM Weight Loss Specialist (WLS) (Voucher Included)
HVAC/R Technician (Voucher and Tools Included)	Toolmaker	NASM Women's Fitness Specialization
Leadership in Energy and Environmental Design (LEED) (Exam Cost Included)	Welder Technician (Tools Included)	NASM Youth Exercise Specialization
Maintenance Technician		NCSF Certified Strength Coach (Voucher Included)
Maintenance Technician (Tools Included)		NCSF Sports Nutrition Specialist (Voucher Included)
Maintenance Technician with VR Training (VR Headset Included)		Nutrition for Optimal Health, Wellness, and Sports
Manual Machinist		
Mechatronics		
NABCEP Certification - PV Associate (Exam Cost Included)		
NABCEP Certification - PV Design Specialist		
	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)	

Peer Support Specialist

Social Service Assistant

HEALTHCARE AND MEDICAL

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 and Lab Included)

Certified EKG Technician
(Voucher Included)

Certified Electronic Health Records
Specialist (CEHRS)

Certified Electronic Health Records
Specialist + Medical Terminology
(Voucher Included)

Certified Health Unit Coordinator
Certification Training
(Voucher Included)

Certified Inpatient Coder (Voucher Included)

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 Medical Assistant
for English Learners (Voucher Included)

Certified Nursing Assistant

Certified Outpatient Coder
(Voucher Included)

Certified Pharmaceutical Sales
Representative (Exam Cost Included)

Certified Phlebotomy Technician
(Voucher + Lab 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 Electronic Health Records
(Vouchers 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)

Patient Care Technician Certification
for Spanish to English Learners
(Exam Included)

Personal Care Aide

Pharmacy Technician (Voucher Included)

Professional Recovery Coach

Sterile Processing Technician
(Voucher Included)

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

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 (Exam Cost Included)

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 Included)

Certified AWS Solutions Architect
(Voucher Included)

Certified AWS SysOps Administrator
(Voucher Included)

Certified Ethical Hacker (Voucher Included)

Certified Information Systems Security Professional (CISSP)

Certified Kubernetes Administrator (CKA)
(Voucher Included)

Certified Network Defender (CND)
(Voucher Included)

Certified Penetration Testing Professional (CPENT) (Voucher Included)

Cisco CCNP Enterprise ENCOR and ENARSI
(Vouchers Included)

Cisco CCNP Enterprise ENCOR and ENWLSI (Vouchers Included)

Cloud Engineer IT Professional Program
(Vouchers Included)

CompTIA® A+ Certification Training
(Vouchers Included)

CompTIA® Advanced Security Practitioner (CASP) (Voucher Included)

CompTIA® Certification Training: ITF+ and A+ (Vouchers Included)

CompTIA® Certification Training: Network+, Security+ (Vouchers Included)

CompTIA® CySA+ (Voucher Included)

CompTIA® Certification Training: A+, Network+, Security+
(Vouchers Included)

CompTIA® ITF+ Certification Training
(Voucher Included)

CompTIA® Linux+ (Voucher Included)

CompTIA® Network+ Certification Training (Voucher Included)

CompTIA® PenTest+ Training Boot Camp

CompTIA® Project+ Certification Training (Voucher Included)

CompTIA® Security+ Certification Training
(Voucher Included)

Computer Hacking Forensics Investigator (CHFI) (Voucher Included)

IC3 Certification in Digital Literacy GS6
(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

(ISC) CAP® Training Boot Camp

(ISC) CCSP® Training Boot Camp

(ISC) CISSP® Training Boot Camp

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

Data Analytics and Visualization Boot Camp

EC Council Certified Ethical Hacking (CEH) Training Boot Camp

Full Stack Web Development Boot Camp

ISACA CISA Training Boot Camp

Microsoft Azure Dual Certification Boot Camp

Software Engineering Boot Camp

LANGUAGE

EnGen English Learning Pathways

Professional Interpreter

Professional Translator

LAW AND LEGAL

Certificate in Family Mediation

Certificate in Healthcare and Eldercare

Certificate in Mediation and Restorative Justice

Certificate in Mediation and Arbitration

Certified Legal Secretary

Certified Paralegal (Voucher Included)

Court Interpreter (Spanish/English)

Digital Court Reporter

Digital Court Reporter with Legal Transcription

Federal Court Interpreter

Immigration Court Interpreter (Spanish/English)

Legal Terminology

Legal Transcriptionist

TEACHER PROFESSIONAL DEVELOPMENT

120-Hour TEFL Certification

220-Hour Advanced TEFL Certification

Asociado de Desarrollo Infantil - Base central (De Español a Inglés)

Child Development Associate - Center Based (Voucher Included)

Child Development Professional
(Voucher Included)

Teacher's Aide with ParaPro Prep

VETERINARY

Horse Care Management

Veterinary Assistant

Veterinary Assistant with Horse Care Management

Veterinary Office Manager

WRITING

Certified Technical Writer

Fiction Writer Course

Professional Editor Course

Technical Writing Manager