



INSTRUCTOR-MODERATED  
**ONLINE COURSES**

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October 2024

## WELCOME!

Our instructor-moderated online courses are informative, fun, convenient, and highly interactive. Our instructors are known for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

### Start Dates:

New course sessions begin each month. Please visit our website to see exact start dates for the courses that interest you.

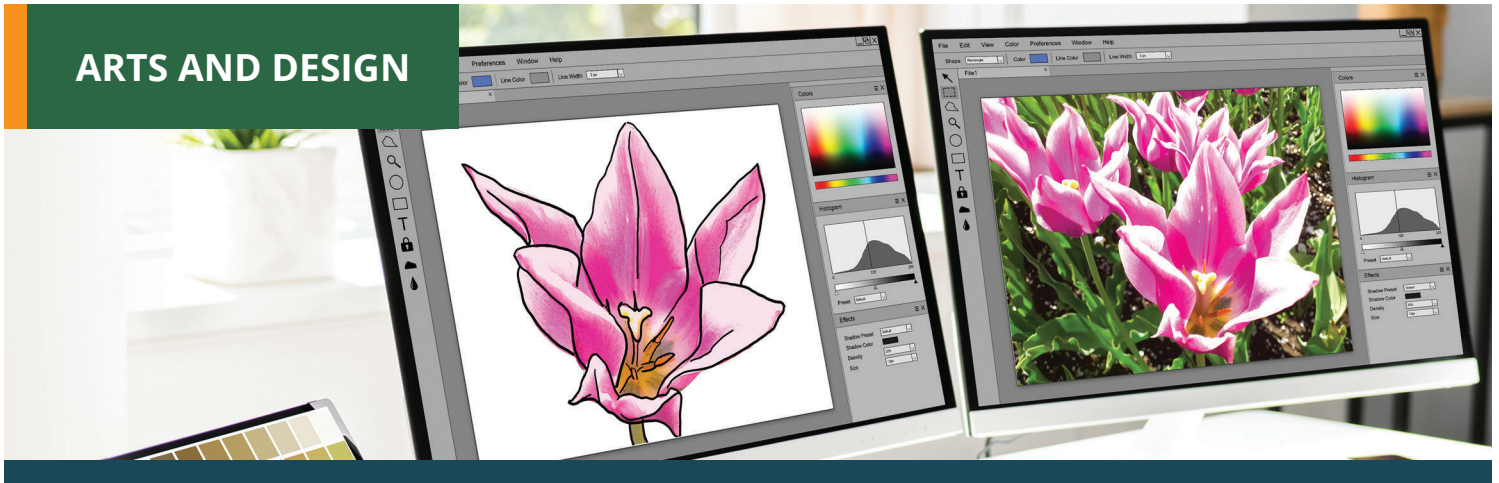
## GETTING STARTED

1. Visit our website:
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our website and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

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## ARTS AND DESIGN

**ANIMATION**

How to Get Started  
in Game Development \*

**GRAPHIC ARTS**

Adobe Premiere Pro Training  
Drawing for the Absolute Beginner  
Intermediate Skills:  
Digital Painting with Photoshop  
Introduction to Digital Scrapbooking \*  
Introduction to Guitar  
Introduction to InDesign CC \*  
Introduction to Interior Design \*  
Introduction to Photoshop CC  
Music Made Easy \*

**PHOTOGRAPHY**

Discover Digital Photography \*  
Introduction to Lightroom Classic CC  
Mastering Your Digital SLR Camera \*  
Photographing Nature  
with Your Digital Camera \*  
Photographing People  
with Your Digital Camera \*  
**Photography Suite**  
• Discover Digital Photography  
• Mastering 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 \*

**WEB DESIGN**

Creating WordPress Websites \*  
**Creating WordPress  
Websites Series**  
• Creating WordPress Websites  
• Intermediate WordPress Websites  
Designing Effective Websites \*  
Intermediate WordPress Websites \*  
UI UX Design \*  
**Web Design Value Suite**  
• Creating Web Pages  
• Introduction to CSS3 and HTML5  
• Introduction to JavaScript

\* - Self-guided format available

**Course Bundle, Series or Suite**



## ACCOUNTING

Accounting Fundamentals \*

Accounting Fundamentals II \*

### Accounting Fundamentals Series \*

- Accounting Fundamentals
- Accounting Fundamentals II

### Financial Analyst Suite

- Accounting Fundamentals
- Accounting Fundamentals II
- Mastery of Business Fundamentals
- Introduction to Business Analysis

### QuickBooks Online with Microsoft Excel 2019

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Introduction to QuickBooks Online
- Intermediate QuickBooks Online

## ADMINISTRATIVE

Administrative Assistant Applications \*

Administrative Assistant Fundamentals \*

### Administrative Assistant Suite

- Administrative Assistant Fundamentals
- Administrative Assistant Applications
- Effective Business Writing

### Basic Computer Skills Suite

- Keyboarding
- Computer Skills for the Workplace
- Introduction to PC Troubleshooting

Computer Skills for the Workplace \*

### Google and Small Business Management Suite

- Getting Started with Google Workspace
- Small Business Marketing on a Shoestring
- Start Your Own Small Business

Introduction to Nonprofit Management \*

### Nonprofit Management and Grant Writing Suite

- Introduction to Nonprofit Management
- Marketing Your Nonprofit
- Writing Effective Grant Proposals
- Advanced Grant Proposal Writing

## COMMUNICATION

Effective Business Writing

Get Assertive! \*

Interpersonal Communication \*

Keys to Effective Communication \*

Mastering Public Speaking \*

### Presentation Skills Suite

- Mastering Public Speaking
- Introduction to Microsoft PowerPoint 2016
- Get Funny!

### Supervision and Management Series

- Fundamentals of Supervision and Management I
- Fundamentals of Supervision and Management II

### Written Communication for Business Suite

- Effective Business Writing
- Business and Marketing Writing
- Writing Essentials

## FINANCE

Business Budgeting for Beginners \*

Business Finance for Non-Finance Personnel \*

### Financial Planning Suite

- Keys to Successful Money Management
- Personal Finance
- Where Does All My Money Go?

Introduction to Stock Options \*

Keys to Successful Money Management \*

Personal Finance \*

Real Estate Investing \*

### Real Estate Suite

- Keys to Successful Money Management
- Real Estate Investing
- Real Estate Law

Stocks, Bonds, and Investing: Oh My! \*

\* - Self-guided format available

Course Bundle, Series or Suite

**Stock Trading Suite**

- Stocks, Bonds, and Investing: Oh, My!
- The Analysis and Valuation of Stocks
- Introduction to Stock Options

The Analysis and Valuation of Stocks \*

Where Does All My Money Go?

**MARKETING AND SALES**

Achieving Top  
Search Engine Positions \*

Blogging and Podcasting  
for Beginners \*

Business and Marketing Writing \*

**Digital Marketing Suite**

- Marketing Your Business on the Internet
- Using Social Media in Business
- Achieving Top Search Engine Positions

Effective Selling \*

Growing Your Business  
with Digital Marketing \*

Marketing Your Nonprofit \*

**Online Marketing Communications Suite**

- Business and Marketing Writing
- Marketing Your Business on the Internet
- Blogging and Podcasting for Beginners
- Using Social Media in Business

Professional Sales Skills \*

**Sales Training Suite**

- Keys to Effective Communication
- Effective Selling
- Professional Sales Skills

Small Business Marketing  
on a Shoestring \*

Using Social Media in Business \*

**OPERATIONS**

Advanced Grant Proposal Writing \*

A to Z Grant Writing \*

A to Z Grant Writing II:  
Beyond the Basics \*

**A to Z Grant Writing Series**

- A to Z Grant Writing
- A to Z Grant Writing II: Beyond the Basics

Becoming a  
Grant Writing Consultant \*

Creating a Successful Business Plan \*

Distribution and  
Logistics Management \*

**Entrepreneurship Suite**

- Creating a Successful Business Plan
- Start Your Own Small Business
- Small Business Marketing on a Shoestring

Get Grants! \*

**Grant Writing Suite**

- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant

High Performance Organization \*

**Human Resource Management Suite**

- Understanding the Human Resources Function
- Talent and Performance Management
- High Performance Organization

Introduction to Business Analysis \*

Managing Customer Service \*

Mastery of Business Fundamentals \*

**New Career Suite**

- Listen to Your Heart, and Success Will Follow
- Resume Writing Workshop
- Twelve Steps to a Successful Job Search

**Project Management and PMP® Prep Suite**

- Project Management Fundamentals
- Project Management Professional PMP® Prep

Purchasing Fundamentals \*

Six Sigma Total Quality Applications \*

Starting a Nonprofit

Supply Chain  
Management Fundamentals \*

**Supply Chain Suite**

- Purchasing Fundamentals
- Distribution and Logistics Management
- Supply Chain Management Fundamentals

Talent and Performance Management \*

Total Quality Fundamentals \*

Twelve Steps to a  
Successful Job Search \*

Understanding the  
Human Resources Function \*

Writing Effective Grant Proposals \*

Managing Remote Teams \*

**PROJECT MANAGEMENT**

High Speed Project Management \*

Nonprofit Fundraising Essentials \*

**Nonprofit Suite**

- Introduction to Nonprofit Management
- Marketing Your Nonprofit
- Nonprofit Fundraising Essentials

Project Management Applications \*

Project Management Fundamentals \*

Project Management Fundamentals II \*

**Project Management Fundamentals Series**

- Project Management Fundamentals
- Project Management Fundamentals II

**Project Management Suite**

- Project Management Fundamentals
- Project Management Applications
- High Speed Project Management

Project Management Professional  
PMP® Prep \*

## SMALL BUSINESS

Growing Plants for Fun and Profit \*

Learn to Buy and Sell on eBay \*

### Small Business Suite

- Start and Operate Your Own Home-Based Business
- Start Your Own Online Business
- Small Business Marketing on a Shoestring

Start a Consulting Practice

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 \*

## SOFT SKILLS

Achieving Success with Difficult People \*

Building Teams That Work \*

Fundamentals of Supervision and Management \*

Fundamentals of Supervision and Management II \*

Individual Excellence \*

Leadership \*

### Leadership Suite

- Achieving Success with Difficult People
- Leadership
- Building Teams That Work

Listen to Your Heart and Success Will Follow \*

### New Manager Suite

- Fundamentals of Supervision and Management
- Fundamentals of Supervision and Management II
- Leadership

Resume Writing Workshop \*

### Self Improvement Suite

- Individual Excellence
- Introduction to Journaling
- Interpersonal Communication

Skills for Making Great Decisions \*

### Soft Skills Suite

- Achieving Success with Difficult People
- Interpersonal Communication
- Skills for Making Great Decision
- Individual Excellence

### Supervisor Suite

- Employment Law Fundamentals
- Fundamentals of Supervision and Management
- Fundamentals of Supervision and Management II

## COMPUTER APPLICATIONS

**GOOGLE**

Getting Started with Google Workspace \*

**MICROSOFT****Accounting with Microsoft Excel 2019 Suite**

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Accounting Fundamentals
- Accounting Fundamentals II

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 \*

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/Office 365 \*

Introduction to Microsoft Project 2019 \*

Introduction to Microsoft Publisher \*

Introduction to Microsoft Word 2016 \*

Introduction to Microsoft Word 2019 \*

**Microsoft Access 2016 Series**

- Introduction to Microsoft Access 2016
- Intermediate Microsoft Access 2016

**Microsoft Access 2019 Series**

- Introduction to Microsoft Access 2019
- Intermediate Microsoft Access 2019

**Microsoft Excel 2016 Series**

- Introduction to Microsoft Excel 2016
- Intermediate Microsoft Excel 2016
- Advanced Microsoft Excel 2016

**Microsoft Excel 2019 Series**

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019

**Microsoft Excel 2019 and Statistics Suite**

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019
- Introduction to Statistics

**Microsoft Excel and Access 2019 Suite**

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Introduction to Microsoft Access 2019
- Intermediate Microsoft Access 2019

**Microsoft Excel and Project 2019 Suite**

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019
- Introduction to Microsoft Project 2019/Office 365

Microsoft Excel Pivot Tables \*

### Microsoft Office 2016 Value Suite

- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016

### Microsoft Office 2019 Value Suite

- Introduction to Microsoft Word 2019
- Introduction to Microsoft Excel 2019
- Introduction to Microsoft PowerPoint 2019/ Office 365

### Microsoft Word 2016 Series

- Introduction to Microsoft Word 2016
- Intermediate Microsoft Word 2016

### Microsoft Word 2019 Series

- Introduction to Microsoft Word 2019
- Intermediate Microsoft Word 2019

### Microsoft Office 2019 Value Suite

- Introduction to Microsoft Word 2019
- Introduction to Microsoft Excel 2019
- Introduction to Microsoft PowerPoint 2019/ Office 365

## QUICKBOOKS

### Accounting with QuickBooks Online Suite

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

Intermediate QuickBooks Online \*

Introduction to QuickBooks Online \*

### QuickBooks Online Series

- Introduction to QuickBooks Online
- Intermediate QuickBooks Online

## WINDOWS

Introduction to PC Troubleshooting \*

Introduction to Windows 10 \*

Introduction to Windows 11 \*

Keyboarding \*



## COMPUTER SCIENCES



## DATA SCIENCE

## Artificial Intelligence and Machine Learning Suite

- Introduction to Artificial Intelligence
- Introduction to Machine Learning

Blockchain Fundamentals \*

Introduction to Artificial Intelligence \*

Introduction to Machine Learning \*

## PROGRAMMING

Advanced Web Pages \*

Creating Mobile Apps with HTML 5 \*

Creating Web Pages \*

Intermediate Java Programming \*

Intermediate SQL \*

Intermediate Visual Basic \*

Introduction to C ++ Programming \*

Introduction to C # Programming \*

Introduction to CSS3 and HTML5 \*

Introduction to Java Programming \*

Introduction to JavaScript \*

Introduction to Programming \*

Introduction to Python 2.5 Programming

Introduction to Python 3 Programming \*

Introduction to SQL \*

Introduction to Visual Basic \*

Introduction to XML \*

## Java Developer Suite

- Intermediate Java Programming
- Introduction to Java Programming
- Introduction to XML

## Java Programming Series

- Introduction to Java Programming
- Intermediate Java Programming

## Visual Basic Series

- Introduction to Visual Basic
- Intermediate Visual Basic

## CONSTRUCTION AND TRADES



## TRADES

Manufacturing Applications \*

Manufacturing Fundamentals \*

\* - Self-guided format available

Course Bundle, Series or Suite

## HEALTH AND FITNESS

**ALTERNATIVE MEDICINE**

Introduction to Natural Health and Healing \*

**FITNESS****Healthy Living Suite**

- Lose Weight and Keep It Off
- Luscious, Low-Fat, Lightning-Quick Meals
- Start Your Own Edible Garden

Lose Weight and Keep It Off \*

Luscious, Low-Fat, Lightning Quick Meals \*

**MEDICAL**

Become an Optical Assistant

Become a Physical Therapy Aide \*

Explore a Career as an Administrative Medical Assistant \*

Explore a Career as a Clinical Medical Assistant \*

**Explore a Career in Healthcare Suite**

- Explore a Career in Medical Coding
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Medical Transcription

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 \*

**Health Care Entrepreneurship Bundle**

- Certificate in Starting Your Own Business in Health and Healing
- Certificate in Legal and Ethical Issues in Healthcare

HIPAA Compliance \*

Introduction to the Medical Laboratory \*

Medical Math \*

**Medical Office Basics Suite**

- Medical Terminology: A Word Association Approach
- Spanish for Medical Professionals
- HIPAA Compliance
- Medical Math

**Medical Secretary Suite**

- Introduction to Microsoft Publisher
- Administrative Assistant Fundamentals
- HIPAA Compliance
- Medical Terminology: A Word Association Approach

**Medical Spanish Series**

- Spanish for Medical Professionals I
- Spanish for Medical Professionals II

Medical Terminology: A Word Association Approach \*

Medical Terminology II: A Focus on Human Disease \*

**Medical Terminology Series**

- Medical Terminology: A Word Association Approach
- Medical Terminology II: A Focus on Human Disease

**Medical Writer Suite**

- Introduction to Microsoft Publisher
- Explore a Career in Medical Writing

Spanish for Medical Professionals \*

Spanish for Medical Professionals II \*

\* - Self-guided format available

Course Bundle, Series or Suite

## VETERINARY

### Animal Lover Suite

- Photographing Nature with Your Digital Camera
- Start a Pet Sitting Business
- Become a Veterinary Assistant

Become a Veterinary Assistant \*

Become a Veterinary Assistant II: Canine Reproduction \*

Become a Veterinary Assistant III: Practical Skills \*

### Veterinary Assistant Series

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

Veterinary Medical Terminology \*

## WELLNESS

### Aging and Health Bundle

- Certificate in Healthy Aging
- Certificate in Gerontology
- Certificate in Brain Health

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 Mindfulness \*

Certificate in Mindful Relationships

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 \*

Explore a Career as a Pharmacy Technician

Genealogy Basics \*

### Global Health and Healing Bundle

- Certificate in Global Healing Systems
- Certificate in Healing Environments for Body, Mind, and Spirit
- Certificate in Infectious Diseases and Infection Control

### Health and Well Being Bundle

- Certificate in Complementary and Integrative Health
- Certificate in Holistic and Integrative Health
- Certificate in Integrative Mental Health

### Mind-Body Therapies Bundle

- Certificate in Energy Medicine
- Certificate in Meditation
- Certificate in Mindfulness
- Certificate in Stress Management

### Nutrition and Health Bundle

- Certificate in Food, Nutrition, and Health
- Certificate in Nutrition, Chronic Disease, and Health Promotion

### Pain Management and End of Life Bundle

- Certificate in Pain Assessment and Management
- Certificate in End of Life Care

### Women's Health Bundle

- Certificate in Perinatal Issues
- Certificate in Violence Prevention and Awareness
- Certificate in Women's Health Issues

## HOSPITALITY



Start a Pet Sitting Business \*

Secrets of the Caterer \*

## INFORMATION TECHNOLOGY



### CLOUD COMPUTING

Understanding the Cloud \*

### CYBERSECURITY

Explore a Career in Cybersecurity \*

### NETWORKING

#### Computer Networking Suite

- Introduction to Networking
- Intermediate Networking
- Wireless Networking

Intermediate Networking \*

Introduction to Networking \*

Wireless Networking \*

### SECURITY

Introduction to PC Security \*

\* - Self-guided format available

| [Course Bundle, Series or Suite](#)

## LANGUAGE

HELLO

HOLA

CIAO

BONJOUR

Beginning Conversational French \*

Conversational Japanese \*

Discover Sign Language \*

Discover Sign Language II \*

**Discover Sign Language Series**

- 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 \*

**Speed Spanish Series**

- Speed Spanish
- Speed Spanish II
- Speed Spanish III

Writing for ESL \*

Employment Law Fundamentals \*

\* - Self-guided format available

[Course Bundle, Series or Suite](#)

## LEGAL



Introduction to Criminal Law \*

**Introduction to Law Suite**

- Employment Law Fundamentals
- Introduction to Criminal Law
- Real Estate Law

**Law Enforcement Suite**

- Introduction to Criminal Law
- Spanish for Law Enforcement

Legal Nurse Consultant Program \*

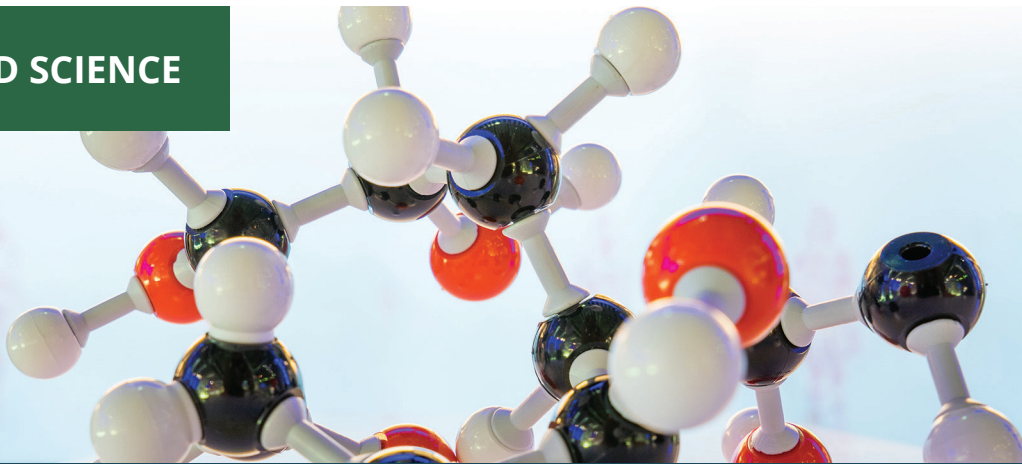
Real Estate Law \*

Workers' Compensation \*

**Workplace Law Essentials Value Suite**

- Employment Law
- Workers' Compensation

## MATH AND SCIENCE



Human Anatomy and Physiology \*

Human Anatomy and Physiology II \*

**Human Physiology Series**

- Human Anatomy and Physiology I
- Human Anatomy and Physiology II

Introduction to Algebra \*

Introduction to Biology

Introduction to Chemistry \*

Introduction to Statistics \*

Math Refresher \*

\* - Self-guided format available

**Course Bundle, Series or Suite**

## TEACHER PROFESSIONAL DEVELOPMENT



### CHILD DEVELOPMENT

#### Classroom Technology Suite

- Getting Started with Google Workspace
- Creating a Classroom Website

Counseling for College Prep \*

Creating Classroom Centers \*

Creating the Inclusive Classroom Strategies for Success \*

Creativity in Your Gifted Students

Differentiated Instruction in the Classroom \*

Differentiating K-12 Assessments

#### Educator's Fundamentals Series

- Solving Classroom Discipline Problems I
- Solving Classroom Discipline Problems II
- Teaching Students with ADHD

Empowering Students with Disabilities \*

Enhancing Language Development in Childhood \*

Homeschool with Success \*

#### Reading Strategies Suite

- Ready, Set, Read!
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading: Strategies for the Differentiated Classroom
- Response to Intervention: Reading Strategies That Work

Solving Classroom Discipline Problems \*

Solving Classroom Discipline Problems II \*

Survival Kit for New Teachers \*

Teaching Adult Learners \*

Teaching High School Students

Teaching Preschool: A Year of Inspiring Lessons \*

Teaching Students with ADHD \*

Teaching Students with Autism: Strategies for Success \*

Teaching Students with Learning Disabilities \*

The Creative Classroom \*

The Differentiated Instruction and Response to Intervention Connection

Understanding Adolescents \*

### CLASSROOM TECHNOLOGY

Creating a Classroom Website \*

Integrating Technology in the Classroom \*

Teaching Smarter with SMART Boards \*

Using the Internet in the Classroom \*

### MATH AND SCIENCE

Planning for Lab Investigations in the Science Classroom

Teaching Math: Grades 4-6 \*

Teaching Science: Grades 4-6 \*

### READING AND WRITING

Guided Reading and Writing: Strategies for Maximum Student Achievement \*

Guided Reading: Strategies for the Differentiated Classroom \*

Merrill Ream Speed Reading \*

Ready, Set, Read! \*

Response to Intervention Reading: Strategies That Work \*

Teaching Writing: Grades 4-6 \*

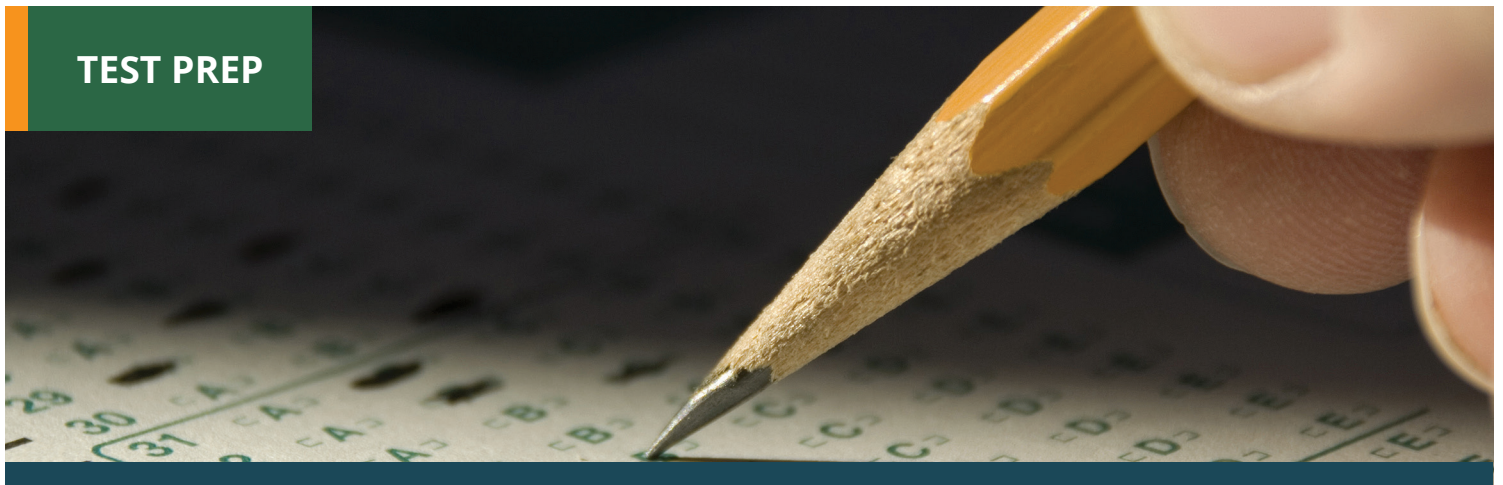
Teaching Writing: Grades K-3 \*

**If you are a State of Nevada licensed teacher or Clark County teacher seeking Continuing Education Units (CEU), visit our Teacher Professional Development Portal for all approved courses at:**

\* - Self-guided format available

Course Bundle, Series or Suite

## TEST PREP



CompTIA® A+ Certification Prep 1: Hardware \*

CompTIA® A+ Certification Prep 2: Software \*

CompTIA® A+ Certification Prep 3:  
Network Security \*

#### CompTIA® A+ Certification Prep Series

- CompTIA® A+ Certification Prep 1: Hardware
- CompTIA® A+ Certification Prep 2: Software
- CompTIA® A+ Certification Prep 3:  
Networking/Security

CompTIA® Network+ Certification Prep

LSAT Preparation Part 2 \*

Praxis Core Preparation \*

Prepare for the GED® Math Test \*

Prepare for the GED® Test \*

#### Prepare for GED® Test Series

- Prepare for the GED® Test
- Prepare for the GED® Math Test

TEAS Prep 1 \*

TEAS Prep 2 \*

#### TEAS Prep Series

- TEAS Prep 1
- TEAS Prep 2

\* - Self-guided format available

[Course Bundle, Series or Suite](#)





Advanced Fiction Writing

Beginning Writer's Workshop

### Creative Writing Value Suite

- Beginning Writer's Workshop
- Writing Essentials
- The Keys to Effective Editing

### Explore Fiction Writing Genres Suite

- Introduction to Screenwriting
- Mystery Writing
- Romance Writing
- Writing the Fantasy Novel

### Explore Non-Fiction Writing Suite

- Write and Publish Your Non-Fiction Book
- Write Your Life Story
- Travel Writing
- The Craft of Magazine Writing

Fundamentals of Technical Writing \*

Grammar Refresher \*

Grammar Refresher II \*

### Grammar Refresher Series \*

- Grammar Refresher
- Grammar Refresher II

How to Make Money from Your Writing \*

Introduction to Journaling \*

Introduction to Screenwriting \*

Mystery Writing

Romance Writing

### Technical Writing Suite

- Introduction to Microsoft Word 2019/Office 365
- Intermediate Microsoft Word 2019/Office 365
- Fundamentals of Technical Writing

The Craft of Magazine Writing \*

The Keys to Effective Editing \*

Travel Writing

Write and Publish

Your Non-Fiction Book \*

Write Effective Web Content

Write Fiction Like a Pro \*

### Writing Fiction Series

- Advanced Fiction Writing
- Write Fiction Like a Pro

Writeriffic: Creativity Training for Writers \*

Write Your Life Story \*

### Writing and Editing Value Suite

- Grammar Refresher
- Writing Essentials
- Effective Business Writing

Writing Essentials

Writing for Children

Writing the Fantasy Novel \*

Writing Young Adult Fiction

\* - Self-guided format available

Course Bundle, Series or Suite