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June 2025

## 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.

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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

Adobe Animate CC Training <sup>SG</sup>  
 How to Get Started  
 in Game Development <sup>SG/IM</sup>

### GRAPHIC ARTS

Adobe Illustrator CC <sup>SG</sup>  
 Drawing for the Absolute Beginner <sup>IM</sup>  
 Instructional Design Training <sup>SG</sup>  
 Interior Design Basics <sup>IM</sup>  
 Intermediate Skills Digital Painting  
 with Photoshop <sup>SG</sup>  
 Intermediate Skills Photoshop  
 Masking and Selection <sup>SG</sup>  
 Introduction to  
 Digital Scrapbooking <sup>SG/IM</sup>  
 Introduction to Guitar <sup>IM</sup>  
 Introduction to InDesign CC <sup>SG/IM</sup>  
 Introduction to Interior Design <sup>SG</sup>  
 Introduction to Photoshop CC <sup>IM</sup>  
 Music Made Easy <sup>SG/IM</sup>  
 Premiere Pro Training <sup>SG</sup>  
 Typography <sup>SG</sup>

### PHOTOGRAPHY

Discover Digital Photography <sup>SG/IM</sup>  
 Introduction to  
 Lightroom Classic CC <sup>IM</sup>  
 Mastering Your  
 Digital SLR Camera <sup>SG/IM</sup>  
 Photographing Nature  
 with Your Digital Camera <sup>SG/IM</sup>  
 Photographing People  
 with Your Digital Camera <sup>SG/IM</sup>  
**Photography Suite** <sup>IM</sup>

- Discover Digital Photography
- Mastering Your Digital SLR  
 or Mirrorless Camera
- Photographing People  
 with Your Digital Camera

 Photoshop CC  
 for the Digital Photographer <sup>SG/IM</sup>  
 Photoshop Elements  
 for the Digital Photographer <sup>IM</sup>  
 Photoshop Elements  
 for the Digital Photographer II <sup>IM</sup>  
 Secrets of Better Photography <sup>SG/IM</sup>

### WEB DESIGN

Color Theory <sup>SG</sup>  
 Creating WordPress Websites <sup>SG/IM</sup>  
 Creating WordPress Websites Series <sup>IM</sup>

- Creating WordPress Websites
- Intermediate WordPress Websites

 Designing Effective Websites <sup>SG/IM</sup>  
 Intermediate WordPress Websites <sup>SG/IM</sup>  
 Managing Web Design Projects <sup>SG</sup>  
 UI/UX Design <sup>SG/IM</sup>  
**Web Design Value Suite** <sup>IM</sup>

- Creating Web Pages
- Introduction to CSS3 and HTML 5
- Introduction to JavaScript



## BUSINESS

### ACCOUNTING

Accounting Fundamentals <sup>SG/IM</sup>

Accounting Fundamentals II <sup>SG/IM</sup>

**Accounting Fundamentals Series** <sup>SG/IM</sup>

- Accounting Fundamentals
- Accounting Fundamentals II

**Financial Analyst Suite** <sup>IM</sup>

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

**QuickBooks Online with Microsoft Excel 2019** <sup>IM</sup>

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

### ADMINISTRATIVE

Administrative Assistant Applications <sup>SG/IM</sup>

Administrative Assistant Fundamentals <sup>SG/IM</sup>

**Administrative Assistant Suite** <sup>IM</sup>

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

**Basic Computer Skills Suite** <sup>IM</sup>

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

Computer Skills for the Workplace <sup>SG/IM</sup>

**Google and Small Business Management Suite** <sup>IM</sup>

- Getting Started with Google Workspace
- Creating a Classroom Website
- Small Business Marketing on a Shoestring

Introduction to Nonprofit Management <sup>SG/IM</sup>

**Nonprofit Management and Grant Writing Suite** <sup>IM</sup>

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

### COMMUNICATION

Customer Service Training <sup>SG</sup>

Effective Business Writing <sup>IM</sup>

Get Assertive! <sup>SG/IM</sup>

Interpersonal Communication <sup>SG/IM</sup>

Keys to Effective Communication <sup>SG/IM</sup>

Mastering Public Speaking <sup>SG/IM</sup>

Persuasive Communication <sup>SG</sup>

**Presentation Skills Suite** <sup>IM</sup>

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

**Supervision and Management Series** <sup>IM</sup>

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

**Written Communication for Business Suite** <sup>IM</sup>

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

### FINANCE

Business Budgeting for Beginners <sup>SG/IM</sup>

Business Finance for Non Finance Personnel <sup>SG/IM</sup>

**Financial Planning Suite** <sup>IM</sup>

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

Introduction to Stock Options <sup>SG/IM</sup>

Keys to Successful Money Management <sup>SG/IM</sup>

Personal Finance <sup>SG/IM</sup>

Real Estate Investing <sup>SG/IM</sup>

**Real Estate Suite** <sup>IM</sup>

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

Stocks Bonds and Investing: Oh My! <sup>SG/IM</sup>

**Stock Trading Suite** <sup>IM</sup>

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

The Analysis and Valuation of Stocks <sup>SG/IM</sup>

Where Does All My Money Go? <sup>IM</sup>

**MARKETING AND SALES**

Achieving Top

Search Engine Positions <sup>SG/IM</sup>

Blogging and Podcasting for Beginners <sup>SG/IM</sup>

Business and Marketing Writing <sup>SG/IM</sup>

**Digital Marketing Suite** <sup>IM</sup>

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

Effective Selling <sup>SG/IM</sup>

Growing Your Business with Digital Marketing <sup>SG/IM</sup>

Marketing Your Nonprofit <sup>SG/IM</sup>

**Online Marketing**

**Communications Suite** <sup>IM</sup>

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

Professional Sales Skills <sup>SG/IM</sup>

**Sales Training Suite** <sup>IM</sup>

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

Small Business Marketing on a Shoestring <sup>SG/IM</sup>

Using Social Media in Business <sup>SG/IM</sup>

Winning RFP Responses <sup>SG/IM</sup>

**OPERATIONS**

Advanced Grant Proposal Writing <sup>SG/IM</sup>

A to Z Grant Writing <sup>SG/IM</sup>

A to Z Grant Writing II: Beyond the Basics <sup>SG/IM</sup>

**A to Z Grant Writing Series** <sup>IM</sup>

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

Becoming a Grant Writing Consultant <sup>SG/IM</sup>

Collaborative Problem Solving <sup>SG</sup>

**Creating a Successful Business Plan** <sup>SG/IM</sup>

- Start Your Own Small Business
- Business and Marketing Writing
- Employment Law Fundamentals
- Accounting Fundamentals
- Introduction to Business Analysis
- Marketing Your Business on the Internet
- Start and Operate Your Own Home Based Business

**Entrepreneurship Suite** <sup>IM</sup>



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

Distribution and Logistics Management <sup>SG/IM</sup>

Get Grants! <sup>SG/IM</sup>

**Grant Writing Suite** <sup>IM</sup>

- A to Z Grant Writing
- A to Z Grant Writing II: Beyond the Basics
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant

High Performance Organization <sup>SG/IM</sup>

**Human Resource Management Suite** <sup>IM</sup>

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

Introduction to Business Analysis <sup>SG/IM</sup>

Managing Customer Service <sup>SG/IM</sup>

Mastery of Business Fundamentals <sup>SG/IM</sup>

**New Career Suite** <sup>IM</sup>

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

Organizational Development and Change <sup>SG</sup>

Productivity and Benchmarking <sup>SG</sup>

**Project Management and PMP® Prep Suite** <sup>IM</sup>

- Project Management Fundamentals
- Project Management Professional (PMP®)
- Project Management Professional PMP® Prep

Purchasing Fundamentals <sup>SG/IM</sup>

Six Sigma

Total Quality Applications <sup>SG/IM</sup>

Starting a Nonprofit <sup>IM</sup>

Supply Chain Management Fundamentals <sup>SG/IM</sup>

**Supply Chain Suite** <sup>IM</sup>

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

Talent and Performance Management <sup>SG/IM</sup>

Total Quality Fundamentals <sup>SG/IM</sup>

Twelve Steps to a Successful Job Search <sup>SG/IM</sup>

Understanding the Human Resources Function <sup>SG/IM</sup>

Writing Effective Grant Proposals <sup>SG/IM</sup>

## PROJECT MANAGEMENT

High Speed Project Management <sup>SG/IM</sup>

Nonprofit Fundraising Essentials <sup>SG/IM</sup>

### Nonprofit Suite <sup>IM</sup>

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

Project Management Fundamentals <sup>SG/IM</sup>

Project Management Fundamentals II <sup>SG/IM</sup>

### Project Management Fundamentals Series <sup>IM</sup>



- Project Management Fundamentals
- Project Management Fundamentals II

Project Management Professional PMP® Prep <sup>SG/IM</sup>

### Project Management Suite <sup>IM</sup>

- Project Management Fundamentals
- Project Management Fundamentals II
- Project Management Applications

High Speed Project Management

## SMALL BUSINESS

Growing Plants for Fun and Profit <sup>SG/IM</sup>

Learn to Buy and Sell on eBay <sup>SG/IM</sup>

### Small Business Suite <sup>IM</sup>

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

Start a Consulting Practice <sup>IM</sup>

Start and Operate Your Own

Home Based Business <sup>SG/IM</sup>

Start Your Own Arts and Crafts Business <sup>SG/IM</sup>

Start Your Own Edible Garden <sup>SG/IM</sup>

Start Your Own Gift Basket Business <sup>IM</sup>

Start Your Own Online Business <sup>SG/IM</sup>

Start Your Own Small Business <sup>SG/IM</sup>

## SOFT SKILLS

Achieving Success with Difficult People <sup>SG/IM</sup>

Building Teams That Work <sup>SG/IM</sup>

Diversity Training for Employees and Managers <sup>SG</sup>

Fundamentals of Supervision and Management <sup>SG/IM</sup>

Fundamentals of Supervision and Management II <sup>SG/IM</sup>

Goal Setting and Workplace Efficiency Training <sup>SG</sup>

Individual Excellence <sup>SG/IM</sup>

Leadership <sup>SG/IM</sup>

### Leadership Suite <sup>IM</sup>

- Achieving Success with Difficult People
- Leadership
- Building Teams That Work
- Skills for Making Great Decisions
- Leadership
- Building Teams That Work
- Skills for Making Great Decisions

Listen to Your Heart and Success Will Follow <sup>SG/IM</sup>

Managing Remote Teams <sup>SG/IM</sup>

### New Manager Suite <sup>IM</sup>

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

Resume Writing Workshop <sup>SG/IM</sup>

### Self-Improvement Suite <sup>IM</sup>



- Individual Excellence
- Introduction to Journaling
- Interpersonal Communication

Skills for Making Great Decisions <sup>SG/IM</sup>

### Soft Skills Suite <sup>IM</sup>

- Achieving Success with Difficult People
- Leadership
- Building Teams That Work
- Skills for Making Great Decisions
- Interpersonal Communication
- Skills for Making Great Decisions
- Individual Excellence

### Supervisor Suite <sup>IM</sup>

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



## COMPUTER APPLICATIONS

### GOOGLE

Getting Started with Google Workspace <sup>SG/IM</sup>

### MICROSOFT

#### Accounting with Microsoft Excel 2019 Suite <sup>IM</sup>

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

Advanced Microsoft Excel 2016 <sup>SG/IM</sup>

Advanced Microsoft Excel 2019 <sup>SG/IM</sup>

Intermediate Microsoft Access 2016 <sup>SG/IM</sup>

Intermediate Microsoft Access 2019 <sup>SG/IM</sup>

Intermediate Microsoft Excel 2016 <sup>SG/IM</sup>

Intermediate Microsoft Excel 2019 <sup>SG/IM</sup>

Intermediate Microsoft Excel 365 <sup>SG/IM</sup>

Intermediate Microsoft Word 2016 <sup>SG/IM</sup>

Intermediate Microsoft Word 2019 <sup>SG/IM</sup>

Introduction to Microsoft Access 2016 <sup>SG/IM</sup>

Introduction to Microsoft Access 2019 <sup>SG/IM</sup>

Introduction to Microsoft Excel 2016 <sup>SG/IM</sup>

Introduction to Microsoft Excel 2019 <sup>SG/IM</sup>

Introduction to Microsoft Excel 365 <sup>SG/IM</sup>

Introduction to Microsoft Outlook 2019 <sup>SG/IM</sup>

Introduction to Microsoft PowerPoint 2016 <sup>SG/IM</sup>

Introduction to Microsoft PowerPoint 2019/Office 365 <sup>SG/IM</sup>

Introduction to Microsoft Project 2019 <sup>SG/IM</sup>

Introduction to Microsoft Publisher <sup>SG/IM</sup>

Introduction to Microsoft Word 2016 <sup>SG/IM</sup>

Introduction to Microsoft Word 2019 <sup>SG/IM</sup>

Introduction to Microsoft Word 365 <sup>IM</sup>

Introduction to SharePoint 2019 <sup>SG</sup>

Master VLOOKUP in Microsoft Excel <sup>SG</sup>

#### Microsoft Access 2016 Series <sup>IM</sup>

- Introduction to Microsoft Access 2016
- Intermediate Microsoft Access 2016

#### Microsoft Access 2019 Series <sup>IM</sup>

- Intermediate Microsoft Access
- Introduction to Microsoft Access

#### Microsoft Excel 2016 Series <sup>IM</sup>

- Introduction to Microsoft Excel 2016
- Intermediate Microsoft Excel 2016

#### Microsoft Excel 2019 and Statistics Suite <sup>IM</sup>

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

#### Microsoft Excel 2019 Series <sup>IM</sup>



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

## Microsoft Excel and Access 2019 Suite <sup>IM</sup>

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

## Microsoft Excel and Project 2019 Suite <sup>IM</sup>



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

## Microsoft Excel Pivot Tables <sup>SG/IM</sup>

## Microsoft Office 2016 Value Suite <sup>IM</sup>

- Introduction to Microsoft Word 2016
- Introduction to Microsoft Excel 2016
- Introduction to Microsoft PowerPoint 2016

## Microsoft Office 2019 Value Suite <sup>IM</sup>

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

## Microsoft Word 2016 Series <sup>IM</sup>

- Introduction to Microsoft Word 2016
- Intermediate Word 2016

## Microsoft Word 2019 Series <sup>IM</sup>

- Introduction to Microsoft Word 2019
- Intermediate Microsoft Word 2019

## QUICKBOOKS

### Accounting with QuickBooks Online Suite <sup>IM</sup>

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

### Intermediate QuickBooks Online <sup>SG/IM</sup>

### Introduction to QuickBooks Online <sup>SG/IM</sup>

### QuickBooks Online Series <sup>IM</sup>

- Introduction to QuickBooks Online
- Intermediate QuickBooks Online

## WINDOWS

### Introduction to PC Troubleshooting <sup>SG/IM</sup>

### Introduction to Windows 10 <sup>SG/IM</sup>

### Introduction to Windows 11 <sup>SG/IM</sup>

### Keyboarding <sup>SG/IM</sup>



# COMPUTER SCIENCES

## DATA SCIENCE

### Artificial Intelligence and Machine Learning Suite <sup>IM</sup>

- Introduction to Artificial Intelligence
- Introduction to Machine Learning

Blockchain Fundamentals <sup>SG/IM</sup>

Introduction to Artificial Intelligence <sup>SG/IM</sup>

Introduction to Machine Learning <sup>SG/IM</sup>

## DATABASE MANAGEMENT

Oracle PL SQL Training <sup>SG</sup>

Oracle SQL Training <sup>SG</sup>

Python Data Analysis with JupyterLab <sup>SG</sup>

## PROGRAMMING

Advanced JavaScript Concepts <sup>SG</sup>

Advanced PHP Database Integration <sup>SG</sup>

Advanced Python <sup>SG</sup>

Advanced Web Pages <sup>SG/IM</sup>

Creating Mobile Apps with HTML 5 <sup>SG/IM</sup>

Creating Web Pages <sup>SG/IM</sup>

Django Training

for Python Developers <sup>SG</sup>

Intermediate Java Programming <sup>SG/IM</sup>

Intermediate PHP and MySQL <sup>SG</sup>

Intermediate SQL <sup>SG/IM</sup>

Intermediate Visual Basic <sup>SG/IM</sup>

Introduction to Bootstrap Training <sup>SG</sup>

Introduction to C+ Programming <sup>SG/IM</sup>

Introduction to Creating Styling and Validating Forms <sup>SG</sup>

Introduction to C# Programming <sup>SG/IM</sup>

Introduction to CSS3 and HTML5 <sup>SG/IM</sup>

Introduction to Java Programming <sup>SG/IM</sup>

Introduction to JavaScript <sup>SG/IM</sup>

Introduction to jQuery <sup>SG</sup>

Introduction to MySQL for PHP Developers <sup>SG</sup>

Introduction to PHP <sup>SG</sup>

Introduction to PHP and MySQL <sup>SG</sup>

Introduction to Programming <sup>SG/IM</sup>

Introduction to

Python 2.5 Programming <sup>IM</sup>

Introduction to

Python 3 Programming <sup>SG/IM</sup>

Introduction to SQL <sup>SG/IM</sup>

Introduction to Visual Basic <sup>SG/IM</sup>

Introduction to Vue.js Training <sup>SG</sup>

Introduction to XML <sup>SG/IM</sup>

### Java Developer Suite <sup>IM</sup>

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

### Java Programming Series <sup>IM</sup>

- Introduction to Java Programming
- Intermediate Java Programming

React Training <sup>SG</sup>

Sass Training <sup>SG</sup>

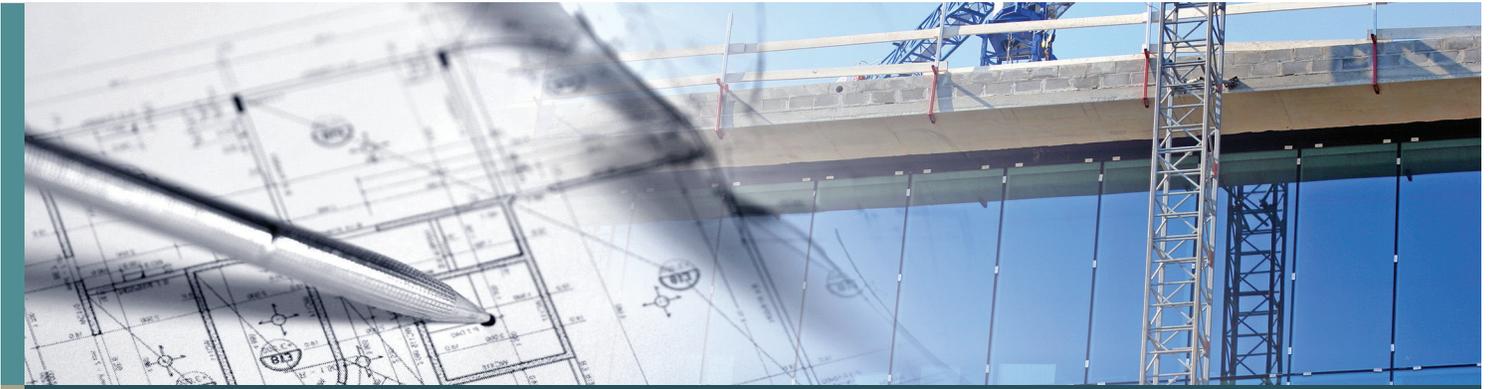
### SQL Series <sup>IM</sup>

- Introduction to SQL
- Intermediate SQL

Things Every Developer Should Know <sup>SG</sup>

### Visual Basic Series <sup>IM</sup>

- Introduction to Visual Basic
- Intermediate Visual Basic



## CONSTRUCTION AND TRADES

Manufacturing Applications <sup>SG/IM</sup>

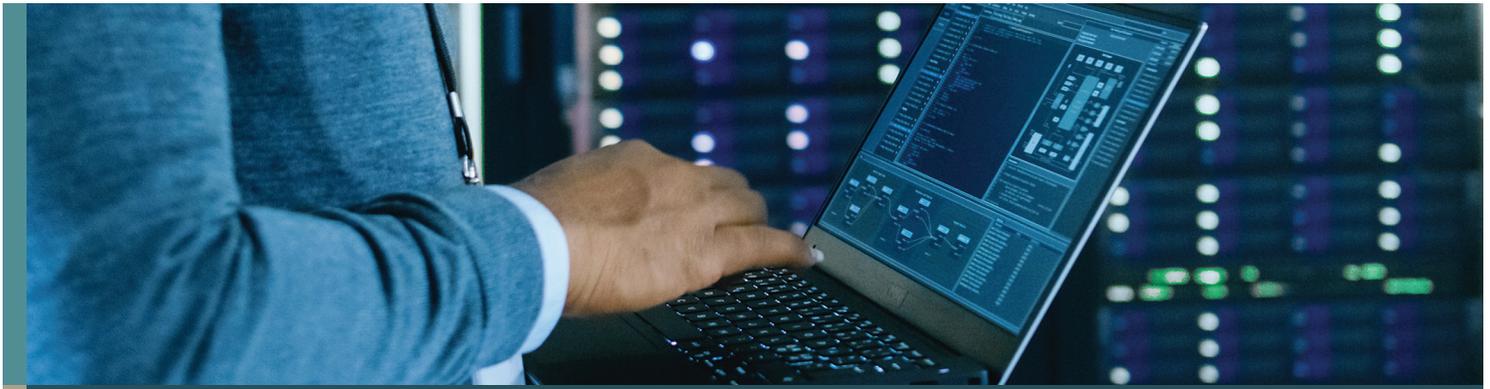
Manufacturing Fundamentals <sup>SG/IM</sup>



## HOSPITALITY

Start a Pet Sitting Business <sup>SG/IM</sup>

Secrets of the Caterer <sup>SG/IM</sup>



## INFORMATION TECHNOLOGY

### CLOUD COMPUTING

Understanding the Cloud <sup>SG/IM</sup>

### CYBERSECURITY

Explore a Career in Cybersecurity <sup>SG/IM</sup>

### NETWORKING

Computer Networking Suite <sup>IM</sup>

- Introduction to Networking
- Intermediate Networking
- Wireless Networking

Intermediate Networking <sup>SG/IM</sup>

Introduction to Networking <sup>SG/IM</sup>

Wireless Networking <sup>SG/IM</sup>

### SECURITY

Introduction to Cybersecurity <sup>SG</sup>

Introduction to PC Security <sup>SG/IM</sup>



## LANGUAGE

Beginning Conversational French <sup>SG/IM</sup>

Conversational Japanese <sup>SG/IM</sup>

Discover Sign Language <sup>SG/IM</sup>

Discover Sign Language II <sup>SG/IM</sup>

**Discover Sign Language Series <sup>IM</sup>**

- Discover Sign Language
- Discover Sign Language II

Get Funny! <sup>SG/IM</sup>

Grammar for ESL <sup>SG/IM</sup>

Instant Italian <sup>SG/IM</sup>

Spanish for Law Enforcement <sup>SG/IM</sup>

Spanish in the Classroom <sup>SG/IM</sup>

Speed Spanish <sup>SG/IM</sup>

Speed Spanish II <sup>SG/IM</sup>

Speed Spanish III <sup>SG/IM</sup>

**Speed Spanish Series <sup>IM</sup>**

- Speed Spanish
- Speed Spanish II
- Speed Spanish III

Writing for ESL <sup>SG/IM</sup>



## LEGAL

Administrative Law <sup>SG</sup>

Bankruptcy Law <sup>SG</sup>

Business Entity Formation <sup>SG</sup>

Civil Litigation <sup>SG</sup>

Civil Procedure <sup>SG</sup>

Constitutional Law <sup>SG</sup>

Contracts <sup>SG</sup>

Contracts for Business Owners <sup>SG</sup>

Corporate Document Drafting <sup>SG</sup>

Employment Law Fundamentals <sup>SG/IM</sup>

Introduction to  
Business Law Transactions <sup>SG</sup>

Introduction to Criminal Law <sup>SG/IM</sup>

**Introduction to Law Suite** <sup>IM</sup>

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

**Law Enforcement Suite** <sup>IM</sup>

- Introduction to Criminal Law
- Spanish for Law Enforcement

Law Office Management <sup>SG</sup>

Legal Aspects of Contracts <sup>SG</sup>

Legal Nurse Consultant Program <sup>SG/IM</sup>

Legal Research <sup>SG</sup>

Legal Terminology <sup>SG</sup>

Legal Writing <sup>SG</sup>

Probate Law and Estate Planning <sup>SG</sup>

Real Estate Law <sup>SG/IM</sup>

Torts <sup>SG</sup>

Transactional Drafting <sup>SG</sup>

Workers Compensation <sup>SG/IM</sup>

**Workplace Law Essentials**

**Value Suite** <sup>IM</sup>

- Employment Law
- Workers' Compensation



## MATH AND SCIENCE

Human Anatomy and Physiology  
SG/IM

Human Anatomy and Physiology II  
SG/IM

Human Physiology Series <sup>IM</sup>

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

Introduction to Algebra <sup>SG/IM</sup>

Introduction to Biology <sup>IM</sup>

Introduction to Chemistry <sup>SG/IM</sup>

Introduction to Statistics <sup>SG/IM</sup>

Math Refresher <sup>SG/IM</sup>



## MEDICAL, HEALTH AND FITNESS

### ALTERNATIVE MEDICINE

Introduction to Natural Health and Healing <sup>SG/IM</sup>

### FITNESS

Healthy Living Suite <sup>IM</sup>

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

Lose Weight and Keep It Off <sup>SG/IM</sup>

Luscious. Low Fat, Lightning Quick Meals <sup>SG/IM</sup>

### MEDICAL

Become an Optical Assistant <sup>IM</sup>

Become a Physical Therapy Aide <sup>SG/IM</sup>

Explore a Career as a Clinical Medical Assistant <sup>SG/IM</sup>

Explore a Career as an Administrative Medical Assistant <sup>SG/IM</sup>

Explore a Career in Healthcare Suite <sup>IM</sup>

- 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 <sup>SG/IM</sup>

Explore a Career in  
Medical Transcription <sup>SG/IM</sup>

Explore a Career in Medical Writing <sup>SG/IM</sup>

Explore a Career in Nursing <sup>SG/IM</sup>

Grammar and Writing Skills  
for the Health Professional <sup>SG</sup>

Handling Medical Emergencies <sup>SG/IM</sup>

## Health Care

### Entrepreneurship Bundle <sup>IM</sup>

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

HIPAA Compliance <sup>SG/IM</sup>

Introduction to  
the Medical Laboratory <sup>SG/IM</sup>

Medical Math <sup>SG/IM</sup>

### Medical Office Basics Suite <sup>IM</sup>

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

### Medical Secretary Suite <sup>IM</sup>

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

### Medical Spanish Series <sup>IM</sup>

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

Medical Terminology II:

A Focus on Human Disease <sup>SG/IM</sup>

Medical Terminology:

A Word Association Approach <sup>SG/IM</sup>

### Medical Terminology Series <sup>IM</sup>

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

### Medical Writer Suite <sup>IM</sup>

- Introduction to Microsoft Publisher
- Administrative Assistant Fundamentals
- HIPAA Compliance
- Medical Terminology:  
A Word Association Approach
- Explore a Career in Medical Writing
- Medical Terminology:  
A Word Association Approach

Spanish for Medical Professionals <sup>SG/IM</sup>

Spanish for Medical Professionals II <sup>SG/IM</sup>

## VETERINARY

### Animal Lover Suite <sup>IM</sup>



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

- Become a Veterinary Assistant

Become a Veterinary Assistant <sup>SG/IM</sup>

Become a Veterinary Assistant II:  
Canine Reproduction <sup>SG/IM</sup>

Become a Veterinary Assistant III:  
Practical Skills <sup>SG/IM</sup>

### Veterinary Assistant Series <sup>IM</sup>

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

Veterinary Medical Terminology <sup>SG/IM</sup>

## WELLNESS

### Aging and Health Bundle <sup>IM</sup>

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

Anxiety Disorders:

An Integrative Approach <sup>SG</sup>

Aromatherapy:

The Healing Power of Scent <sup>SG</sup>

Certificate in Brain Health <sup>SG/IM</sup>

Certificate in Complementary  
and Integrative Health <sup>SG/IM</sup>

Certificate in Depression <sup>IM</sup>

Certificate in End of Life Care <sup>SG/IM</sup>

Certificate in Energy Medicine <sup>SG/IM</sup>

Certificate in Food Nutrition  
and Health <sup>SG/IM</sup>

Certificate in Gerontology <sup>SG/IM</sup>

Certificate in  
Global Healing Systems <sup>SG/IM</sup>

Certificate in Healing Environments  
for Body, Mind, and Spirit <sup>SG/IM</sup>

Certificate in Healthy Aging <sup>SG/IM</sup>

Certificate in Holistic  
and Integrative Health <sup>SG/IM</sup>

Certificate in Holistic and  
Integrative Health Foundations 1 <sup>IM</sup>

Certificate in Holistic and  
Integrative Health Foundations 2 <sup>IM</sup>

Certificate in Holistic and  
Integrative Health Foundations 3 <sup>IM</sup>

Certificate in Infectious Diseases  
and Infection Control <sup>SG/IM</sup>

Certificate in  
Integrative Behavioral Health <sup>SG/IM</sup>

Certificate in Legal  
and Ethical Issues in Healthcare <sup>SG/IM</sup>

Certificate in Medical Cannabis <sup>SG/IM</sup>

Certificate in Meditation <sup>SG/IM</sup>

Certificate in Mindfulness <sup>SG/IM</sup>

Certificate in Mindful Relationships <sup>IM</sup>

Certificate in Music Therapy  
and Sound Healing <sup>IM</sup>

Certificate in Nutrition Chronic  
Disease and Health Promotion <sup>SG/IM</sup>

Certificate in Pain Assessment  
and Management <sup>SG/IM</sup>

Certificate in Perinatal Issues <sup>SG/IM</sup>

Certificate in Spirituality Health  
and Healing <sup>IM</sup>

Certificate in Starting Your Own Business in Health and Healing <sup>SG/IM</sup>

Certificate in Stress Management <sup>SG/IM</sup>

Certificate in Violence Prevention and Awareness <sup>SG/IM</sup>

Certificate in Wellness and the Environment <sup>IM</sup>

Certificate in Women's Health Issues <sup>SG/IM</sup>

Depression: An Integrative Approach <sup>SG</sup>

Energy Healing <sup>SG</sup>

Explore a Career as a Pharmacy Technician <sup>IM</sup>

Food and Mood: What's the Connection? <sup>SG</sup>

Genealogy Basics <sup>SG/IM</sup>

### Global Health and Healing Bundle <sup>IM</sup>

- 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 <sup>IM</sup>

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

Holistic Stress Management <sup>SG</sup>

### Mind-Body Therapies Bundle <sup>IM</sup>

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

Mindfulness Meditation <sup>SG</sup>

Music Therapy and Sound Healing <sup>SG</sup>

### Nutrition and Health Bundle <sup>IM</sup>

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

Nutrition Stress and Immune Function <sup>SG</sup>

### Pain Management and End of Life Bundle <sup>IM</sup>

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

Wire Your Brain for Happiness <sup>SG</sup>

### Women's Health Bundle <sup>IM</sup>

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



## TEACHER PROFESSIONAL DEVELOPMENT

### CHILD DEVELOPMENT

A Guide to Bloom's Taxonomy and Cognitive Thinking <sup>SG</sup>

A Guide to Webb's DOK: Understanding Rigor <sup>SG</sup>

Academic Discussions in the Classroom <sup>SG</sup>

Aligning Homework to Instruction <sup>SG</sup>

An Introduction to Logical Fallacies <sup>SG</sup>

Assessment Tools to Support Online Learning <sup>SG</sup>

Behavior Contract Design <sup>SG</sup>

Behavior Strategies for

Improved Testing Performance <sup>SG</sup>

Building Effective Writing Prompts for All Students <sup>SG</sup>

Building Reading and Writing Fluency <sup>SG</sup>

Checking for Understanding in Elementary Math <sup>SG</sup>

Choosing the Right Assessments for Your Students <sup>SG</sup>

Claim Evidence Reasoning CER in the Science Classroom <sup>SG</sup>

Classroom Management Processes <sup>SG</sup>

Classroom Writing Strategies for ELL Students <sup>SG</sup>

Collaborative Learning in the Classroom <sup>SG</sup>

Counseling for College Prep <sup>SG/IM</sup>

Creating a Structured Classroom for Students with Autism <sup>SG</sup>

Creating Classroom Centers <sup>SG/IM</sup>

Creating the Inclusive Classroom Strategies for Success <sup>SG/IM</sup>

Differentiated Instruction in the Classroom <sup>SG/IM</sup>

Differentiating K-12 Assessments <sup>IM</sup>

Educating Diverse Student Populations in Your Classroom <sup>SG</sup>

### Educator's Fundamentals Series <sup>IM</sup>



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

Empowering Students with Disabilities <sup>SG/IM</sup>

Enhancing Language Development in Childhood <sup>SG/IM</sup>

Explicit Instruction in Elementary Reading <sup>SG</sup>

Expository Writing and Embedded Grammar Instruction <sup>SG</sup>

Flipped Learning in the Classroom <sup>SG</sup>

Fostering Divergent Thinking for Student Creativity <sup>SG</sup>

Grouping English Language Learners <sup>SG</sup>

Growth Mindset in the Gifted Classroom <sup>SG</sup>

Guided Reading in Small Group Instruction <sup>SG</sup>

Homeschool with Success <sup>SG/IM</sup>

Inquiry Based Teaching and Learning <sup>SG</sup>

Inspire Family Engagement with Positive Communication <sup>SG</sup>

Instructionally Aligned Field Trips <sup>SG</sup>

Instructional Strategies and Learning Activities <sup>SG</sup>

Integrating Technology with Blended Learning <sup>SG</sup>

Introduction to Active Monitoring and Data Collection <sup>SG</sup>

Introduction to Classroom Documentation <sup>SG</sup>

Introduction to Online Learning <sup>SG</sup>

Introduction to Response to Intervention RTI <sup>SG</sup>

Introduction to Student Discourse <sup>SG</sup>

Literacy Stations for PreK-2nd Grade <sup>SG</sup>

Maintaining and Improving Professionalism on Campus <sup>SG</sup>

Maintaining Appropriate Teacher Student Boundaries <sup>SG</sup>

Making the Most of Your Limited Planning Time <sup>SG</sup>

Math Stations for PreK-2nd Grade <sup>SG</sup>

Measuring Growth in Writing Using Rubrics <sup>SG</sup>

Memorization Using the Memory Palace Technique <sup>SG</sup>

Move to Learn Incorporating: Movement in the Classroom <sup>SG</sup>

Outdoor Education: Learning Beyond the Classroom Walls <sup>SG</sup>

Peer Tutoring for English Language Learners <sup>SG</sup>

Planning for Differentiation in Every Classroom <sup>SG</sup>

Planning for Lab Investigations in the Science Classroom <sup>SG</sup>

Productive Methods of Struggle for Students <sup>SG</sup>

Professionalism Through Positive Personality <sup>SG</sup>

Project Based Learning <sup>SG</sup>

Providing Actionable Feedback to Students <sup>SG</sup>

Recitation Through Rote Memorization of Text <sup>SG</sup>

Simple ELL Vocabulary Strategies <sup>SG</sup>

Simple Ideas to Promote Student Engagement <sup>SG</sup>

Social Emotional Support for Gifted Students <sup>SG</sup>

Solving Classroom Discipline Problems <sup>SG/IM</sup>

Solving Classroom Discipline Problems II <sup>SG/IM</sup>

Strategies and Tools for Co-Teaching <sup>SG</sup>

Strategies to Check for Understanding <sup>SG</sup>

Student Discourse <sup>SG</sup>

Student Led Classroom Management <sup>SG</sup>

Supporting Reading for Middle School Learners <sup>SG</sup>

Survival Kit for New Teachers <sup>SG/IM</sup>

Taking Brain Breaks During Rigorous Classwork <sup>SG</sup>

Teaching Adult Learners <sup>SG/IM</sup>

Teaching Effective Problem-Based Lab Reports <sup>SG</sup>

Teaching High School Students <sup>IM</sup>

Teaching Methods for Solving Word Problems <sup>SG</sup>

Teaching Preschool: A Year of Inspiring Lessons <sup>SG/IM</sup>

Teaching Proper Text Annotations and Evidence <sup>SG</sup>

Teaching Students with ADHD <sup>SG/IM</sup>

Teaching Students with Autism:  
Strategies for Success <sup>SG/IM</sup>

Teaching Students with Learning Disabilities <sup>SG/IM</sup>

Teaching the Notecard System <sup>SG</sup>

The Creative Classroom <sup>SG/IM</sup>

The Differentiated Instruction and Response to  
Intervention Connection <sup>IM</sup>

The Gradual Release of Responsibility Model <sup>SG</sup>

The Science Poster  
for the Gifted and Talented Student <sup>SG</sup>

Trauma Informed Teaching Strategies  
for Grades 6-12 <sup>SG</sup>

Trauma Informed Teaching Strategies  
for PreK-5th Grade <sup>SG</sup>

Understanding Adolescents <sup>SG/IM</sup>

Understanding and Supporting Students with ADHD <sup>SG</sup>

Understanding and Supporting  
Students with Dyslexia <sup>SG</sup>

Understanding Students at Risk of Dropping Out <sup>SG</sup>

Universal Design for Learning UDL Principles <sup>SG</sup>

Using Graphic Organizers with Bloom's Taxonomy <sup>SG</sup>

Using the ABC Method  
for Appropriate Student Behavior <sup>SG</sup>

Varied Assessment Methods for Gifted Students <sup>SG</sup>

Writing Effective Learning Objectives <sup>SG</sup>

Writing Support for English Language Learners <sup>SG</sup>

## CLASSROOM TECHNOLOGY

AI for Students:  
Ensuring Appropriate and Effective Use <sup>SG</sup>

AI for Teachers: Increasing Productivity  
and Improving Instruction <sup>SG</sup>

### Classroom Technology Suite <sup>IM</sup>



- Getting Started with Google Workspace
- Creating a Classroom Website

Creating a Classroom Website <sup>SG/IM</sup>

Integrating Technology in the Classroom <sup>SG/IM</sup>

Teaching Smarter with SMART Boards <sup>SG/IM</sup>

Transforming Traditional Lessons to Online Learning <sup>SG</sup>

Using the Internet in the Classroom <sup>SG/IM</sup>

## MATHEMATICS AND SCIENCE

A Financial Literacy Mindset for Teachers <sup>SG</sup>

Retrieval Practice for Understanding Math <sup>SG</sup>

STEM in Special Education:  
Addressing IEP Goals in STEM-Based Activities <sup>SG</sup>

Teaching Math Grades 4-6 <sup>SG/IM</sup>

Teaching Science Grades 4-6 <sup>SG/IM</sup>

## READING AND WRITING

Guided Reading and Writing Strategies  
for Maximum Student Achievement <sup>SG/IM</sup>

Guided Reading Strategies for  
the Differentiated Classroom <sup>SG/IM</sup>

Merrill Ream Speed Reading <sup>SG/IM</sup>

Practical Action Research in the Classroom <sup>SG</sup>

### Reading Strategies Suite <sup>IM</sup>

- 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

Ready, Set, Read! <sup>SG/IM</sup>

Response to Intervention  
Reading Strategies That Work <sup>SG/IM</sup>

Student Discourse <sup>SG</sup>

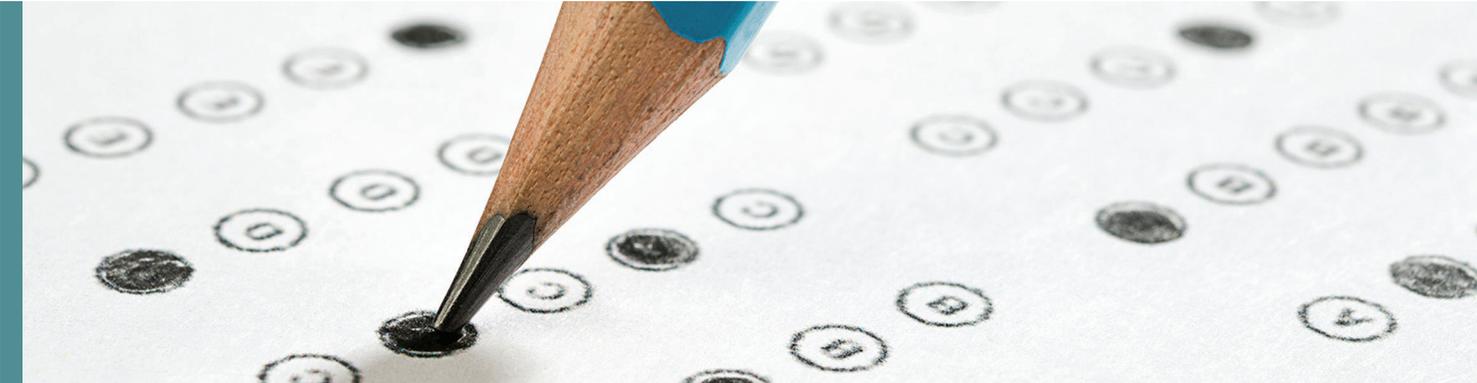
Supporting Reading Instruction for K-5 Students <sup>SG</sup>

Teaching Writing Grades 4-6 <sup>SG/IM</sup>

Teaching Writing Grades K-3 <sup>SG/IM</sup>

What is the Science of Reading? An Overview <sup>SG</sup>

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:



## TEST PREP

CompTIA® A+ Certification Prep 1:  
Hardware <sup>SG/IM</sup>

CompTIA® A+ Certification Prep 2:  
Software <sup>SG/IM</sup>

CompTIA® A+ Certification Prep 3:  
Network Security <sup>SG/IM</sup>

### CompTIA® A+ Certification Prep Series <sup>IM</sup>

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

Praxis Core Preparation <sup>SG/IM</sup>

Prepare for the GED® Math Test <sup>SG/IM</sup>

Prepare for the GED® Test <sup>SG/IM</sup>

### Prepare for GED® Test Series <sup>IM</sup>

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

TEAS Prep 1 <sup>SG/IM</sup>

TEAS Prep 2 <sup>SG/IM</sup>

### TEAS Prep Series <sup>IM</sup>

- TEAS Prep 1
- TEAS Prep 2



## WRITING

Advanced Fiction Writing <sup>IM</sup>

Beginner's Guide  
to Getting Published <sup>IM</sup>

Beginning Writer's Workshop <sup>IM</sup>

**Creative Writing Value Suite** <sup>IM</sup>

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

**Explore Fiction Writing**

**Genres Suite** <sup>IM</sup>

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

**Explore Non-Fiction**

**Writing Suite** <sup>IM</sup>

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

Fundamentals of  
Technical Writing <sup>SG/IM</sup>

Grammar Refresher <sup>SG/IM</sup>

Grammar Refresher II <sup>SG/IM</sup>

**Grammar Refresher Series** <sup>IM</sup>

- Grammar Refresher
- Grammar Refresher II

How to Make Money  
from Your Writing <sup>SG/IM</sup>

Introduction to Journaling <sup>SG/IM</sup>

Introduction to Screenwriting  
<sup>SG/IM</sup>

Mystery Writing <sup>IM</sup>

Research Methods  
for Writers <sup>SG</sup>

Romance Writing <sup>IM</sup>

**Technical Writing Suite** <sup>IM</sup>

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

The Craft of  
Magazine Writing <sup>SG/IM</sup>

The Keys to Effective Editing <sup>SG/IM</sup>

Travel Writing <sup>IM</sup>

Write and Publish  
Your Non-Fiction Book <sup>SG/IM</sup>

Write Effective Web Content <sup>IM</sup>

Write Fiction Like a Pro <sup>SG/IM</sup>

**Writing Fiction Series** <sup>IM</sup>

- Advanced Fiction Writing
- Write Fiction Like a Pro

Writeriffic: Creativity Training  
for Writers <sup>SG/IM</sup>

Write Your Life Story <sup>SG/IM</sup>

**Writing and Editing**  
**Value Suite** <sup>IM</sup>

- Grammar Refresher
- Writing Essentials
- Effective Business Writing

Writing Essentials <sup>IM</sup>

Writing for Children <sup>IM</sup>

Writing the Fantasy Novel <sup>SG/IM</sup>

Writing Young Adult Fiction <sup>IM</sup>