



ONLINE COURSES

TABLE OF CONTENTS

TABLE OF CONTENTS

FUNDAMENTALS COURSES 3

Accounting	3
Business	3
Computer Applications	4
Design and Composition	4
Healthcare and Medical	4
Language and Arts	4
Law and Legal	5
Personal Development	5
Teaching and Education	5
Technology	6
Writing and Publishing	6

BUNDLE COURSES 7

Accounting and Finance	7
Business	7
College Readiness	7
Computer Applications	7
Design and Composition	8
Healthcare and Medical	8
Language and Arts	8
Law and Legal	8
Personal Development	8
Teaching and Education	8
Technology	8
Writing and Publishing	8

SELF-PACED COURSES 9

Accounting and Finance	9
Business	9
Computer Applications	10
Design and Composition	10

Healthcare and Medical	10
IT Boot Camps	10
Language and Arts	11
Law and Legal	11
Personal Development	11
Teaching and Education	11
Technology	11
Test Preparation	12
Writing and Publishing	12
General Interest	12

ADVANCED CAREER TRAINING 13

Arts and Design	13
Business	13
Computer Applications	14
Computer Science	14
Construction and Trades	15
Health and Fitness	15
Hospitality	16
Information Technology	16
IT Boot Camps	17
Language	17
Legal	17
Medical and Dental	17
Teacher Professional Development	18
Test Prep	18
Writing	18
Veterinary	18

FUNDAMENTALS COURSES



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

ACCOUNTING

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

BUSINESS

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

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

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

COMPUTER APPLICATIONS

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

DESIGN AND COMPOSITION

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

Photoshop Elements for the Digital Photographer II
 UI/UX Design

HEALTHCARE AND MEDICAL

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

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

LANGUAGE AND ARTS

Beginning Conversational French
 Conversational Japanese
 Discover Sign Language

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

LAW AND LEGAL

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

PERSONAL DEVELOPMENT

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

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

TEACHING AND EDUCATION

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

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

The Differentiated Instruction and
Response to Intervention Connection
Understanding Adolescents
Using the Internet in the Classroom

TECHNOLOGY

Achieving Top Search Engine Positions
Advanced CompTIA® A+ Certification Prep
Advanced PHP: Database Integration
Basic CompTIA® A+ Certification Prep
Blockchain Fundamentals
Blogging and Podcasting for Beginners
CompTIA® Network+ Certification Prep
Creating Mobile Apps with HTML5
Creating WordPress Websites
Intermediate C# Programming
Intermediate CompTIA® A+
Certification Prep
Intermediate Java Programming
Intermediate Networking
Intermediate PHP and MySQL
Intermediate SQL
Intermediate Visual Basic
Intermediate WordPress Websites
Introduction to Artificial Intelligence
Introduction to C# Programming
Introduction to C++ Programming
Introduction to Java Programming
Introduction to Machine Learning
Introduction to MySQL for PHP Developers
Introduction to Networking
Introduction to PC Security
Introduction to PC Troubleshooting
Introduction to PHP
Introduction to PHP and MySQL
Introduction to Programming
Introduction to Python 2.5 Programming
Introduction to Python 3 Programming
Introduction to SQL
Introduction to Visual Basic

Introduction to Windows 10
Introduction to XML
Keyboarding
Understanding the Cloud
Wireless Networking

WRITING AND PUBLISHING

A to Z Grant Writing
Advanced Fiction Writing
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant
Beginning Writer's Workshop
Fundamentals of Technical Writing
Get Grants!
How to Make Money From Your Writing
Introduction to Internet Writing Markets
Introduction to Journaling
Introduction to Screenwriting
Mystery Writing
Research Methods for Writers
Romance Writing
The Craft of Magazine Writing
The Keys to Effective Editing
Travel Writing
Write and Publish Your Nonfiction Book
Write Effective Web Content
Write Fiction Like a Pro
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-led courses consecutively at a discounted price. They help you gain an in-depth understanding of the subject area.

ACCOUNTING AND FINANCE

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

BUSINESS

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

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

COLLEGE READINESS

- Human Physiology Series
- SAT/ACT Prep Series

COMPUTER APPLICATIONS

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

DESIGN AND COMPOSITION

Creating WordPress Websites Series
 Photography Suite
 Web Design Value Suite

HEALTHCARE AND MEDICAL

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

LANGUAGE AND ARTS

Discover Sign Language Series
 Speed Spanish Series

LAW AND LEGAL

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

PERSONAL DEVELOPMENT

Animal Lovers Suite
 Financial Planning Suite

Healthy Living Suite

New Career Suite
 Self-Improvement Suite
 Soft Skills Suite

TEACHING AND EDUCATION

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

TECHNOLOGY

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

WRITING AND PUBLISHING

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

SELF-PACED COURSES



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

ACCOUNTING AND FINANCE

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

BUSINESS

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

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

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

COMPUTER APPLICATIONS

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

DESIGN AND COMPOSITION

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

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

HEALTHCARE AND MEDICAL

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

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

IT BOOT CAMPS

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

LANGUAGE AND ARTS

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

LAW AND LEGAL

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

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

PERSONAL DEVELOPMENT

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

TEACHING AND EDUCATION

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

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

TECHNOLOGY

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

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

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

TEST PREPARATION

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

WRITING AND PUBLISHING

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

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

GENERAL INTEREST

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

ADVANCED CAREER TRAINING



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

ARTS AND DESIGN

- Adobe Certified Professional in Video Design (Vouchers Included)
- Adobe Certified Professional in Visual Design (Vouchers Included)
- Adobe Certified Professional in Web Design (Vouchers Included)
- Certified Residential Interior Designer
- Digital Arts Certificate
- Graphic Design with Photoshop (Software Included)
- Graphic Design with Photoshop (Software Included)
- Marketing Design Certificate
- Multimedia Arts Certificate
- Video Game Design and Development
- Web Design Professional

BUSINESS

- Accounts Payable Manager Certification (Exam Cost Included)
- Accounts Payable Specialist Certification (Exam Cost Included)

- Accounts Payable Specialist Certification with Microsoft Excel 2019 (Voucher)
- Advertising and Outreach Specialist
- Business Coach
- Business Operations Specialist
- Career Counselor
- Career Counselor and Life Coach
- Certification of Capability in Business Analysis (CCBA) Prep Course
- Certified Administrative Professional (Voucher Included)
- Certified Bookkeeper
- Certified Bookkeeper with Microsoft Excel 2019 (Voucher Included)
- Certified Business Analysis Professional (CBAP) Prep Course
- Certified Business Data Analytics (CBDA) Prep Course
- Certified Credit Counselor (Exam Cost Included)
- Certified Credit Counselor and Certified Financial Health Counselor
- Certified Digital Marketing Fundamentals (Voucher Included)

- Certified Digital Marketing Professional (Voucher Included)
- Certified Financial Health Counselor (Exam Cost Included)
- Certified Internal Auditor
- Certified Manufacturing Associate
- Certified Manufacturing Engineer
- Certified Manufacturing Technologist
- Certified Persuasive Copywriting
- Certified Quality Auditor (Voucher Included)
- Certified Quality Engineer (Voucher Included)
- Certified Quality Improvement Associate (CQIA)
- Certified Six Sigma Black Belt
- Certified Six Sigma Green Belt (Exam Cost Included)
- Certified Six Sigma Green Belt and Black Belt
- Certified Six Sigma Yellow Belt and Green Belt (Exam Cost Included)
- Certified Supply Chain Professional (CSCP)

Certified Supply Chain Professional + Freight Broker/Agent Training	Management Training	Microsoft Access Certification Training (Voucher Included)
Certified Virtual Assistant	Mastering Project Management with PMP®® Prep	Microsoft Excel Certification Training (Voucher Included)
Chartered Tax Professional	Non-Profit Management + Professional Grant Writing	Microsoft Office Specialist (MOS) Associate Certification Training (Vouchers Included)
Chartered Tax Professional for California Residents	Nonprofit Manager	Microsoft Office Specialist (MOS) Certification Training (Vouchers Included)
Digital Marketing Strategist	Nonprofit Manager and Professional Grant Writing	Microsoft Outlook 2019 Certification Training
Entrepreneurship: Start-Up and Business Owner Management (Voucher Included)	Office Manager (Voucher Included)	Microsoft Outlook 2019 Certification Training (Voucher Included)
Entry Certificate in Business Analysis (ECBA) Prep Course	Payroll Manager	Microsoft PowerPoint 2019 Certification Training
Executive Assistant	Payroll Practice and Management	Microsoft PowerPoint 2019 Certification Training (Voucher Included)
Executive Assistant with Microsoft Specialist (MOS) Expert (Vouchers Included)	Payroll Practice and Management with Microsoft Excel 2019	Microsoft Project 2019
Financial and Career Coach (Exam Cost Included)	Payroll Practice and Management with Microsoft Excel 2019 (Voucher Included)	Microsoft SharePoint 2019
Freight Broker/Agent Training	PMI Risk Management Professional	Microsoft Word 2019 Certification Training (Voucher Included)
Human Resources Manager	Procurement and Purchasing Management	Microsoft Word Certification Training (Voucher Included)
Human Resources Professional	Professional Consulting Practice	Professional Bookkeeping with QuickBooks Online (Voucher Included)
Human Resources Professional with Payroll Practice and Management	Professional Grant Writing	Professional Bookkeeping with QuickBooks with Payroll Practice and Management
Human Resources Senior Manager	Project Management Essentials with CAPM®® Prep	Professional Bookkeeping with QuickBooks with Payroll Practice and Management (Voucher Included)
IC3 Digital Literacy GS5	Sales Manager	
IC3 Digital Literacy GS5 (Vouchers Included)	Sales Representative	
Lean Six Sigma Black Belt (Exam Cost Included)	Salesforce: Power User	
Lean Six Sigma Black Belt with 1-on-1 Project Coaching (Exam Cost Included)	Senior Professional In Human Resources	
Lean Six Sigma Green Belt (Exam Cost Included)	Six Sigma Yellow Belt	
Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)	Student Loan Counselor (Exam Cost Included)	
Lean Six Sigma Green Belt with Black Belt with 1-on-1 Project Coaching (Exam Cost Included)	Technical Writing Manager	
Lean Six Sigma Yellow Belt (Exam Cost Included)	The Complete Project Manager with CAPM® and PMP® Prep	
Lean Six Sigma Yellow Belt and Green Belt (Exam Cost Included)		
Lean Training (Exam Cost Included)		
	COMPUTER APPLICATIONS	COMPUTER SCIENCE
	Certified Administrative Professional with Microsoft Office Specialist (MOS) Expert (Vouchers Included)	C++ Programmer
	Certified Administrative Professional with Office Specialist MOS Associate (Vouchers Included)	Front-End Web Developer
	Crystal Reports	Full Stack Software Developer
		Java Programmer
		Java Programmer + Python Developer
		JavaScript Developer
		Mastering Project Management with Microsoft Project 2019

Oracle SQL and PL/SQL
+ Python Developer

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

Oracle SQL and PL/SQL Developer

Oracle SQL and PL/SQL Developer
+ Java Programmer

Python Developer

The Complete Project Manager
with Microsoft Project 2019

UNIX Administration Basics

Web Applications Developer

Web Applications Developer Plus

CONSTRUCTION AND TRADES

Automation Systems

Biofuel Production Operations

Certified Indoor Air Quality Manager

Certified Indoor Environmentalist Prep

Chemical Plant Operations

CNC Machinist

Composites Technician

Die Setter

Electrical Technician

Electrical Technician (Tools Included)

Engineering Technician

Foundations of Plumbing

Foundations of Plumbing (Tools Included)

Home Inspection Certificate

HVAC/R Certified Technician
(Voucher Included)

HVAC/R Controls/Building

HVAC/R Simulations for Field Technicians

HVAC/R Technician (Voucher Included)

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

Leadership in Energy
and Environmental Design (LEED)

Maintenance Technician

Manual Machinist

Mechatronics

Natural Gas Plant Operations

Oil Refinery Operations

Power Plant Operations

Press Operator: Cold Stamping

Press Operator: Hot Stamping

Process Technician

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

Programa de Certificado de Conocimiento
Básico de HVACR NATE Core

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

Quality Inspector

Residential Electrician

Residential Electrician (Tools Included)

Robotics Technician

Tool and Die Maker

Toolmaker

Welder Technician

Welder Technician (Tools Included)

HEALTH AND FITNESS

ACE Personal Trainer

ACE Personal Trainer with Fitness
and Health Internship

ACSM Certified Exercise Physiologist

ACSM Certified Exercise Physiologist
with Fitness and Health Internship

ACSM Personal Training

ACSM Personal Training with Fitness
and Health Internship

Activity Director

AFAA Group Fitness Instructor
(Voucher Included)

Certified Physical Therapy Aide
(Voucher Included)

Certified Professional Life Coach
(Exam Cost Included)

Fitness Business Management

NASM Certified Nutrition Coach
(Exam Cost Included)

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

NASM Certified Personal Trainer (Spanish)
(Voucher Included)

NASM Certified Personal Trainer (Spanish)
(Voucher Included)

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

NASM Certified Personal Trainer
+ Corrective Exercise
(Vouchers Included)

NASM Certified Personal Trainer
+ Performance Enhancement
(Vouchers Included)

NASM Certified Personal Trainer
and Exam Preparation
(Voucher Included)

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

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

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

NASM Weight Loss Specialist (WLS)
(Voucher Included)

NCSF Certified Strength Coach
(Voucher Included)

NCSF Sports Nutrition Specialist
(Voucher Included)

Nutrition for Optimal Health, Wellness,
and Sports

Peer Support Specialist

Professional Recovery Coach

Registered Behavior Technician Training
and Competency Assessment
(Voucher Included)

Social Service Assistant

HOSPITALITY

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

INFORMATION TECHNOLOGY

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

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

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

IT BOOT CAMPS

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

LANGUAGE

Professional Interpreter
 Professional Translator

LEGAL

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

MEDICAL AND DENTAL

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

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

Patient Access Representative
(Vouchers Included)

Patient Care Technician
(Voucher Included)

Pharmacy Technician (Voucher Included)

Sterile Processing Technician
(Vouchers Included)

TEACHER PROFESSIONAL DEVELOPMENT

120-Hour TEFL Certification

220-Hour Advanced TEFL Certification

Child Development Associate-
Center-Based

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

Child Development Associate
with RBT (Voucher Included)

Child Development Professional
(Voucher Included)

Child Development Professional
with RBT (Voucher Included)

Reading Strategies Suite

Teacher's Aide with ParaPro Prep

Teacher's Aide
with RBT (Voucher Included)

TEST PREP

Basic CompTIA® A+ Certification Prep

LSAT Preparation Series

WRITING

Certified Technical Writer

VETERINARY

Horse Care Management

Veterinary Assistant Series

Veterinary Assistant
with Horse Care Management