AS TO FORM
Rm 9-25-13

JEFFERSON COUNTY PUBLIC SCHOOLS
CONTRACT FOR THE PROCUREMENT OF PROFESSIONAL SERVICES

THIS CONTRACT FOR PROCUREMENT OF PROFESSIONAL SERVICES (hereinafter "Contract") is entered into between the JEFFERSON COUNTY BOARD OF EDUCATION (hereinafter "Board"), a political subdivision of the Commonwealth of Kentucky, with its principal place of business at 3332 Newburg Road, Louisville, Kentucky 40218 and Education to Go/A Division of Cengage Learning (hereinafter "Contractor"), with its principal place of business at P.O. Box 760 Temecula, CA 92593-0760.

WITNESSETH:

WHEREAS, the Board desires to procure the particular services of Contractor, which are more fully defined below; and

WHEREAS, Contractor has held itself out to be competent and capable of performing the services contracted for herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, the Board and Contractor (hereinafter "Parties") agree as follows:

ARTICLE I
Entire Agreement; Amendments

This Contract is the entire agreement between the Parties and supersedes any and all agreements, representations and negotiations, either oral or written, between the Parties before the effective date of this Contract. This Contract may not be amended or modified except in writing as provided in Article VIII. This Contract is supplemented by the Board's Procurement Regulations currently in effect (hereinafter "Regulations") that are incorporated by reference into and made a part of this Contract. In the event of a conflict between any provision of this Contract and any provisions of the Regulations, the Regulations shall prevail.

ARTICLE II
Services

Contractor agrees to perform the following services (hereinafter "Services") of a quality and in a manner that is within the highest standards of Contractor's profession or business. The Services are as follows:

Contractor will make available to the Board, to offer to students, proprietary online education courses. All course content is proprietary and copyrighted and shall remain the sole property of the contractor. Courses shall be billed to the Board according to the wholesale cost price pursuant to the attached price list. In regards to Article XII, the Contract Administrator hereby agrees that all right, title, and interest in and to the materials utilized and provided by the Contractor in connection with the Services belong to the Contractor. The Contractor hereby grants to the Board a non-exclusive, limited, non-transferable license to use such materials in connection with Education to Go services.

ARTICLE III
Compensation

The Board shall pay Contractor the total amount stated below (hereinafter "Contract Amount"). The Contract Amount shall be paid in a lump sum upon completion of the Services, unless a schedule of progress payments is stated below. The Contract Amount shall be for total performance of this Contract and includes all fees, costs and expenses incurred by Contractor including but not limited to labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs and other costs, unless otherwise stated below. To receive payment, Contractor must submit an itemized invoice or invoices. If progress payments are authorized, each invoice must specify the actual work performed. If payment of costs or expenses is authorized, receipts must be attached to the invoice.

Contract Amount: Not to exceed $35,000

Progress Payments (if not applicable, insert N/A): Upon receipt of properly completed invoices

Costs/Expenses (if not applicable insert N/A): N/A

Fund Source: Jefferson County Public Schools Adult and Continuing Education Bank Account

ARTICLE IV
Term of Contract

Contractor shall begin performance of the Services on October 15, 2013 and shall complete the Services no later than June 30, 2014, unless this Contract is modified as provided in Article VIII.

ARTICLE V
Performance of Services by Contractor

The Services shall be performed by Contractor, and in no event shall Contractor subcontract with any other person to aid in the completion of the Services without the prior written approval of the Contract Administrator defined below.

Contractor shall appoint one person who shall be responsible for reporting to the Board on all Services performed under the terms of this Contract and who shall be available for consultation with the Contract Administrator.

Contractor is an independent contractor, not an employee. Contractor is responsible for the payment of all federal, state and local payroll taxes and providing unemployment insurance and workers compensation coverage to Contractor's employees. Contractor shall provide all equipment, materials and supplies necessary for the performance of the Services.

Contractor shall at all times during the term of this Contract comply with all applicable laws, regulations, rules and policies. Contractor shall obtain and keep in force all licenses, permits and certificates necessary for the performance of the Services.

Contractor agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the Contractor himself, in connection with the performance of this Contract. Contractor also agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to Contractor in connection with the performance of this Contract. This provision survives termination of this Contract.

Unless waived in writing by the Contract Administrator, Contractor shall maintain during the term of this Contract policies of primary insurance covering the following risks and in at least the following amounts: commercial general liability, including bodily injury, property damage, personal injury, products and completed operations, and contractual, $1,000,000; and automobile liability, $1,000,000. Contractor shall furnish to the Contract Administrator certificates of insurance evidencing this coverage and naming the Board as an additional insured. Additionally, Contractor shall maintain workers compensation coverage with limits required by law; and professional errors and omissions coverage with minimum limits of $1,000,000. Contractor shall furnish certificates of insurance evidencing this coverage to the Contract Administrator.

ARTICLE VI
Equal Opportunity

During the performance of this Contract, Contractor agrees that Contractor shall not discriminate against any employee, applicant or subcontractor because of age, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, religion, or political opinion or affiliation. If the Contract Amount is paid from federal funds, this Contract is subject to Executive Order 11246 of September 24, 1965 and in such event the Equal Opportunity Clause set forth in 41 Code of Federal Regulations 60-1.4 is hereby incorporated by reference into this Contract as if set forth in full herein.

ARTICLE VII
Prohibition of Conflicts of Interest

It shall be a breach of this Contract for Contractor to commit any act which is a violation of the provisions of Article XI of the Regulations entitled "Ethics and Standards of Conduct," or to assist or participate in or knowingly benefit from any act by any employee of the Board which is a violation of such provisions.

ARTICLE VIII
Changes

The Board and Contractor may at any time, by mutual agreement set forth in a written addendum, make changes in the definition of the Services; the scope of the Services; and the Contract Amount. The Contract Administrator and Contractor may, at any time, by mutual agreement set forth in a written addendum, make changes in the time within which the Services are to be performed; the schedule of Progress Payments; and mutual Termination of the Contract.

ARTICLE IX
Termination for Convenience of the Board

The Board may terminate this Contract in whole or in part at any time by giving written notice to Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before the specified effective date. The Board shall compensate Contractor for Services satisfactorily performed through the effective date of termination.

ARTICLE X
Termination for Default

The Board may, by written notice of default to Contractor, terminate the whole or any part of this Contract, if Contractor breaches any provision of this Contract, or so fails to make progress as to endanger performance of this Contract, and in either of these circumstances, does not cure the breach or failure within a period of five (5) days after receipt of notice specifying the breach or failure. In the event of termination for default, the Board may secure the required services from another contractor. If the cost to the Board exceeds the cost of obtaining the Services under this Contract, Contractor shall pay the additional cost. The rights and remedies of the Board provided in this Article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

ARTICLE XI
Disputes

Any differences or disagreements arising between the Parties concerning the rights or liabilities under this Contract, or any modifying instrument entered into under Article VIII of this Contract, shall be resolved through the procedures set out in the Regulations.

ARTICLE XII
Contractor's Work Product

Unless waived in writing by the Contract Administrator, the Board shall retain ownership in and the rights to any reports, research data, creative works, designs, recordings, graphical representations or other works of a similar nature (hereinafter "Works") produced or delivered by Contractor under this Contract. Contractor agrees that the Works are "works for hire" and Contractor assigns all right, title and interest in the Works to the Board.

Any reports, information, data, etc. given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of the Board. Provided, nothing in this Article may be used to violate the provisions of any Kentucky or Federal statute or regulation which requires reporting of information.

ARTICLE XIII
Contract Administrator

The Board shall appoint a Contract Administrator for the purposes of daily administrative decision-making pertaining to the Contract. If Contractor and the Contract Administrator disagree on any circumstance or set of facts pertaining to the administration or execution of this Contract, the Board shall resolve the matter after notification by either the Contract Administrator or the Contractor in the manner prescribed by the Regulations. If the Board fails to give notice to Contractor of the

appointment of a Contract Administrator, the Contract Administrator shall be the Board's Chief Financial Officer.

ARTICLE XIV
Right to Audit

The Board shall have the right to inspect and audit all accounting reports, books or records which concern the performance of the Services. Inspection shall take place during normal business hours at Contractor's place of business. Contractor shall retain all records relating to the performance of this Contract for five (5) years after the end of the term of this Contract.

ARTICLE XV
Miscellaneous

A. All Articles shall be construed as read, and no limitation shall be placed on any Article by virtue of its descriptive heading.

B. Any notices or reports by one Party to the other Party under this Contract shall be made in writing, to the address shown in the first paragraph of this Contract, or to such other address as may be designated in writing by one Party to the other. Notices shall be effective when received if personally delivered, or three days after mailing if mailed.

C. If any part of this Contract is held to be void, against public policy or illegal, the balance of this Contract shall continue to be valid and binding.

D. This Contract shall be governed and construed in accordance with the laws of the Commonwealth of Kentucky.

E. No delay or omission by either Party in exercising any right under this Contract shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of this Contract.

F. At all times during the term of this Contract, Contractor shall comply with the Family Educational Rights and Privacy Act of 1974. If Contractor has access to student records, Contractor shall limit its employees' access to those records to persons for whom access is essential to perform this Contract.

G. Contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor for the duration of this Contract and shall reveal any final determination of a violation by the Contractor or subcontractor of the preceding KRS Chapters.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract to be effective as of <u>October 15</u>, <u>2013</u>.

Contractor's Social Security Number or Federal Tax ID Number: <u>59-212-4491</u>

JEFFERSON COUNTY BOARD OF EDUCATION   CONTRACTOR

By: _____   By: _____

       <u>Donna M. Hargens, Ed.D.</u>   <u>Christopher D. Conn</u>
Title: <u>Superintendent</u>   Title: <u>Business Manager</u>

Cabinet Member: <u>Christi Lanier-Robinson</u>

(Initials)

Jefferson County Public Schools
NONCOMPETITIVE NEGOTIATION
DETERMINATION AND FINDING

1. An emergency exists which will cause public harm as a result of the delay in competitive procedures (Only the Superintendent shall declare an emergency.) —

    State the date the emergency was declared by the superintendent: _____

2. There is a single source for the items within a reasonable geographic area —

    Explain why the vendor is a single source: <u>Education to Go/A Division of Cengage Leaning, Inc. is a proprietary online system of adult education courses.</u>

3. The contract is for the services of a licensed professional, education specialist, technician, or an artist —

    State the type of service: _____

4. The contract is for the purchase of perishable items purchased on a weekly or more frequent basis —

    State the item(s): _____

5. The contract is for proprietary item(s) for resale: This can include the buying or selling of item(s) by students when it is part of the educational experience —

    State the type(s) of item(s): _____

6. The contract is for replacement parts when the need cannot be reasonably anticipated and stockpiling is not feasible —

    State the item(s): _____

7. The contract or purchase is for expenditures made on authorized trips outside the boundaries of Jefferson County Public Schools —

    State the location: _____

8. The contract is for a sale of supplies at reduced prices that will afford Jefferson County Public Schools a savings (Purchase must be approved by Director of Purchasing) —

    Explain the logic: _____

9. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids —

    State the items: _____

I have determined that, pursuant to K.R.S. 45A. 380, the above item(s) should be obtained by the Noncompetitive Negotiation Methods since competition is not feasible.

Joyce Griffith
Print name of person making Determination

<u>JCPS Adult & Continuing Education</u>
School or Department

Joyce Griffith   *Sept. 6, 2013*
Signature of person making Determination   Date

_____
Name of Contractor (**Contractor Signature Not Required**)

_____
Requisition Number

Explanation of Noncompetitive Negotiation Methods can be found under K.R.S. 45A.380 and on page 15 in the Procurement Regulations

F-471-1   Revised 05/2011

Determination and Finding

ed2go, a division of Cengage Learning, is the industry leader in online learning for adults. ed2go is the only vendor offering the number, quality, and variety of courses we need. They have more than 750 proprietary courses available to institutions such as the JCPS Adult and Continuing Education Unit for resale to Lifelong Learning Students. ed2go charges a fixed rate per each enrollment in a course to JCPS Adult and Continuing Education. Classes vary in cost, and ed2go allows JCPS Adult and Continuing Education to determine the price to the student, with any amount over the ed2go price, going to JCPS. We keep the cost as low as possible to benefit the student. Therefore, our prices are generally below other institutions offering ed2go in the county.

Areas of Study	Number of Courses
Accounting and Finance	30
Business	102
College Readiness	16
Computer Applications	75
Design and Composition	51
Health Care And Medical	38
Language and Arts	83
Law and Legal	8
Personal Development	127
Teaching and Education	65
Technology	94
Writing and Publishing	41
TOTAL	**730**

ACCOUNTING AND FINANCE

Accounting Fundamentals

	Hours	Cost	SRP
Accounting Fundamentals (US)	24	65	95
Accounting Fundamentals II (US)	24	65	95

Accounting Software

	Hours	Cost	SRP
Advanced Microsoft Excel 2003	24	65	95
Advanced Microsoft Excel 2007	24	65	95
Intermediate Microsoft Excel 2003	24	65	95
Intermediate Microsoft Excel 2007	24	65	95
Intermediate Microsoft Excel 2010	24	65	95
Intermediate QuickBooks 2013	24	65	95
Introduction to Crystal Reports	24	65	95
Introduction to Crystal Reports 10	24	65	95
Introduction to Microsoft Excel 2003	24	65	95
Introduction to Microsoft Excel 2007	24	65	95
Introduction to Microsoft Excel 2010	24	65	95
Introduction to Peachtree Accounting 2013	24	65	95
Introduction to QuickBooks 2010	24	65	95
Introduction to QuickBooks 2011	24	65	95
Introduction to QuickBooks 2013	24	65	95
Performing Payroll in QuickBooks 2010 (US)	24	65	95
Performing Payroll in QuickBooks 2011	24	65	95
Performing Payroll in QuickBooks 2013	24	65	95
QuickBooks 2010 for Contractors (US)	24	65	95
QuickBooks 2011 for Contractors	24	65	95
QuickBooks 2013 for Contractors	24	65	95

Personal Finance & Investments

	Hours	Cost	SRP
Introduction to Stock Options (US)	24	65	95
Keys to Successful Money Management (US)	24	65	95
Personal Finance (US)	24	65	95
Real Estate Investing (US)	24	65	95
Real Estate Investing II: Financing Your Property (US)	24	65	95
Stocks, Bonds, and Investing: Oh, My! (US)	24	65	95
Where Does All My Money Go? (US)	24	65	95

BUSINESS

Business Communication

	Hours	Cost	SRP
Building Teams That Work	24	65	95
Effective Business Writing	24	65	95
Fundamentals of Technical Writing	24	65	95
Help for the Helpdesk	24	65	95
Interpersonal Communication	24	65	95
Keys to Effective Communication	24	65	95
Writing Essentials	24	65	95

Business Software

Business Software	Hours	Cost	SRP
Intermediate Microsoft Excel 2010	24	65	95
Intermediate Microsoft Word 2007	24	65	95
Intermediate Microsoft Word 2010	24	65	95
Introduction to Microsoft Excel 2003	24	65	95
Introduction to Microsoft Excel 2007	24	65	95
Introduction to Microsoft Excel 2010	24	65	95
Introduction to Microsoft Outlook 2007	24	65	95
Introduction to Microsoft Outlook 2010	24	65	95
Introduction to Microsoft PowerPoint 2007	24	65	95
Introduction to Microsoft PowerPoint 2010	24	65	95
Introduction to Microsoft Project 2007	24	65	95
Introduction to Microsoft Project 2010	24	65	95
Introduction to Microsoft Word 2007	24	65	95
Introduction to Microsoft Word 2010	24	65	95
Introduction to Peachtree Accounting 2013	24	65	95
Introduction to QuickBooks 2010	24	65	95
Performing Payroll in QuickBooks 2011	24	65	95
Performing Payroll in QuickBooks 2013	24	65	95
QuickBooks 2010 for Contractors (US)	24	65	95
QuickBooks 2011 for Contractors	24	65	95
QuickBooks 2013 for Contractors	24	65	95

General Business Skills

General Business Skills	Hours	Cost	SRP
Accounting Fundamentals (US)	24	65	95
Accounting Fundamentals II (US)	24	65	95
Administrative Assistant Applications	24	65	95
Administrative Assistant Fundamentals	24	65	95
Business Finance for Non-Financial Personnel	24	65	95
Computer Skills for the Workplace	24	65	95
Effective Business Writing	24	65	95
Effective Selling	24	65	95
Fundamentals of Supervision and Management	24	65	95
Fundamentals of Supervision and Management II	24	65	95
Help for the Helpdesk	24	65	95
Individual Excellence	24	65	95
Introduction to Business Analysis	24	65	95
Introduction to Windows 7	24	65	95
Manufacturing Applications	24	65	95
Manufacturing Fundamentals	24	65	95
Mastery of Business Fundamentals	24	65	95
Photoshop Elements 9 for the Digital Photographer II	24	65	95
Purchasing Fundamentals	24	65	95
Six Sigma: Total Quality Applications	24	65	95
Total Quality Fundamentals	24	65	95

Grant Writing

Grant Writing	Hours	Cost	SRP
A to Z Grant Writing (US)	24	65	95
Advanced Grant Proposal Writing (US)	24	65	95
Becoming a Grant Writing Consultant (US)	24	65	95
Get Grants! (US)	24	65	95
Nonprofit Fundraising Essentials (US)	24	65	95
Writing Effective Grant Proposals (US)	24	65	95

Management and Leadership

	Hours	Cost	SRP
Achieving Success with Difficult People	24	65	95
Building Teams That Work	24	65	95
Business Finance for Non- Financial Personnel	24	65	95
Creating a Successful Business Plan	24	65	95
Distribution and Logistics Management	24	65	95
Employment Law Fundamentals (US)	24	65	95
Fundamentals of Supervision and Management	24	65	95
Fundamentals of Supervision and Management II	24	65	95
Individual Excellence	24	65	95
Leadership	24	65	95
Managing Customer Service	24	65	95
Mastering Public Speaking	24	65	95
Principles of Sales Management	24	65	95
Supply Chain Management Fundamentals	24	65	95
Understanding the Human Resources Function	24	65	95

Non Profit

	Hours	Cost	SRP
Introduction to Nonprofit Management (US)	24	65	95
Marketing Your Nonprofit	24	65	95
Nonprofit Fundraising Essentials (US)	24	65	95
Starting a Nonprofit	24	65	95
Wow, What a Great Event!	24	65	95

Project Management

	Hours	Cost	SRP
High Speed Project Management	24	65	95
Introduction to Microsoft Project 2007	24	65	95
Introduction to Microsoft Project 2010	24	65	95
PMP ® Certification Prep 1	24	80	105
PMP ® Certification Prep 2	24	80	105
Project Management Applications	24	65	95
Project Management Fundamentals	24	65	95
Six Sigma: Total Quality Applications	24	65	95
Total Quality Fundamentals	24	65	95

Sales and Marketing

	Hours	Cost	SRP
Achieving Top Search Engine Positions	24	65	95
Business and Marketing Writing	24	65	95
Designing Effective Websites	24	65	95
Effective Business Writing	24	65	95
Effective Selling	24	65	95
Intermediate Microsoft Access 2007	24	65	95
Intermediate Microsoft Access 2010	24	65	95
Interpersonal Communication	24	65	95
Introduction to Microsoft Access 2007	24	65	95
Introduction to Microsoft Access 2010	24	65	95
Introduction to Microsoft PowerPoint 2007	24	65	95
Introduction to Microsoft PowerPoint 2010	24	65	95
Introduction to Microsoft Publisher 2007	24	65	95
Introduction to Microsoft Publisher 2010	24	65	95
Keys to Effective Communication	24	65	95
Leadership	24	65	95
Marketing Your Business on the Internet	24	65	95
Mastering Public Speaking	24	65	95
Principles of Sales Management	24	65	95
Professional Sales Skills	24	65	95
Small Business Marketing on a Shoestring (US)	24	65	95

Start Your Own Business

	Hours	Cost	SRP
Becoming a Grant Writing Consultant (US)	24	65	95
Creating a Successful Business Plan	24	65	95
Get Paid to Travel	24	65	95
Growing Plants for Fun and Profit (US)	24	65	95
Introduction to Interior Design	24	65	95
Introduction to Internet Writing Markets	24	65	95
Learn to Buy and Sell on eBay	24	65	95
Marketing Your Business on the Internet	24	65	95
Real Estate Investing (US)	24	65	95
Real Estate Investing II: Financing Your Property (US)	24	65	95
Secrets of the Caterer	24	65	95
Small Business Marketing on a Shoestring (US)	24	65	95
Start a Pet Sitting Business	24	65	95
Start and Operate Your Own Home- Based Business (US)	24	65	95
Start Your Own Arts and Crafts Business (US)	24	65	95
Start Your Own Gift Basket Business	24	65	95
Start Your Own Small Business (US)	24	65	95
Starting a Consulting Practice (US)	24	65	95
Wow, What a Great Event!	24	65	95
Writing and Selling Self- Help Books	24	65	95

COLLEGE READINESS

Developmental Studies

	Hours	Cost	SRP
ReadyMATH	75	399	499

Math

	Hours	Cost	SRP
ReadyMATH	75	399	499

Test Prep

	Hours	Cost	SRP
ReadyMATH	75	399	499

COMPUTER APPLICATIONS

Adobe

	Hours	Cost	SRP
Intermediate Dreamweaver CS4	24	65	95
Intermediate Dreamweaver CS5	24	65	95
Intermediate Flash CS5	24	65	95
Intermediate InDesign CS5	24	65	95
Intermediate Photoshop CS4	24	65	95
Intermediate Photoshop CS5	24	65	95
Intermediate Photoshop CS6	24	65	95
Introduction to Adobe Acrobat 9	24	65	95
Introduction to Adobe Acrobat X	24	65	95
Introduction to Digital Scrapbooking	24	65	95
Introduction to Dreamweaver CS4	24	65	95
Introduction to Dreamweaver CS5	24	65	95
Introduction to Flash CS5	24	65	95
Introduction to Illustrator CS4	24	65	95
Introduction to Illustrator CS5	24	65	95
Introduction to InDesign CS5	24	65	95
Introduction to Photoshop CS4	24	65	95
Introduction to Photoshop CS5	24	65	95
Introduction to Photoshop CS6	24	65	9
Photoshop CS5 for the Digital Photographer	24	65	95
Photoshop CS5 for the Digital Photographer II	24	65	95
Photoshop Elements 10 for the Digital Photographer	24	65	95
Photoshop Elements 10 for the Digital Photographer II	24	65	95
Photoshop Elements 9 for the Digital Photographer	24	65	95
Photoshop Elements 9 for the Digital Photographer II	24	65	95

Microsoft

Microsoft	Hours	Cost	SRP
Advanced Microsoft Excel 2003	24	65	95
Advanced Microsoft Excel 2007	24	65	95
Intermediate Microsoft Access 2007	24	65	95
Intermediate Microsoft Access 2010	24	65	95
Intermediate Microsoft Excel 2003	24	65	95
Intermediate Microsoft Excel 2007	24	65	95
Intermediate Microsoft Excel 2010	24	65	95
Intermediate Microsoft Word 2007	24	65	95
Intermediate Microsoft Word 2010	24	65	95
Introduction to Microsoft Access 2007	24	65	95
Introduction to Microsoft Access 2010	24	65	95
Introduction to Microsoft Excel 2003	24	65	95
Introduction to Microsoft Excel 2007	24	65	95
Introduction to Microsoft Excel 2010	24	65	95
Introduction to Microsoft Outlook 2007	24	65	95
Introduction to Microsoft Outlook 2010	24	65	95
Introduction to Microsoft PowerPoint 2007	24	65	95
Introduction to Microsoft PowerPoint 2010	24	65	95
Introduction to Microsoft Project 2007	24	65	95
Introduction to Microsoft Project 2010	24	65	95
Introduction to Microsoft Publisher 2007	24	65	95
Introduction to Microsoft Publisher 2010	24	65	95
Introduction to Microsoft Word 2007	24	65	95
Introduction to Microsoft Word 2010	24	65	95
What's New In Microsoft Office 2007	24	65	95
What's New in Microsoft Office 2010	24	65	95

Other Applications

Other Applications	Hours	Cost	SRP
Intermediate QuickBooks 2013	24	65	95
Introduction to CorelDRAW X5	24	65	95
Introduction to Crystal Reports	24	65	95
Introduction to Crystal Reports 10	24	65	95
Introduction to Peachtree Accounting 2013	24	65	95
Introduction to QuickBooks 2010	24	65	95
Introduction to QuickBooks 2011	24	65	95
Introduction to QuickBooks 2013	24	65	95
Performing Payroll in QuickBooks 2010 (US)	24	65	95
Performing Payroll in QuickBooks 2011	24	65	95
Performing Payroll in QuickBooks 2013	24	65	95
QuickBooks 2010 for Contractors (US)	24	65	95
QuickBooks 2011 for Contractors	24	65	95
QuickBooks 2012 for Contractors	24	65	95

CREDIT RECOVERY

Language Arts

Language Arts	Hours	Cost	SRP
English I: Survey of Literature: Semester 1	48	225	299
English I: Survey of Literature: Semester 2	48	225	299
English II: World Literature and Composition: Semester 1	48	225	299
English II: World Literature and Composition: Semester 2	48	225	299
English III: American Literature and Composition: Semester 1	48	225	299
English III: American Literature and Composition: Semester 2	48	225	299
English IV: British Literature and Composition: Semester 1	48	225	299
English IV: British Literature and Composition: Semester 2	48	225	299

Mathematics

	Hours	Cost	SRP
Algebra I: Semester 1	48	225	299
Algebra I: Semester 2	48	225	299
Algebra II: Semester 1	48	225	299
Algebra II: Semester 2	48	225	299
Geometry: Semester 1	48	225	299
Geometry: Semester 2	48	225	299

Science

	Hours	Cost	SRP
Biology: Semester 1	48	225	299
Biology: Semester 2	48	225	299
Chemistry: Semester 1	48	225	299
Chemistry: Semester 2	48	225	299

DESIGN AND COMPOSITION

Adobe Software

	Hours	Cost	SRP
Intermediate Dreamweaver CS4	24	65	95
Intermediate Dreamweaver CS5	24	65	95
Intermediate Flash CS5	24	65	95
Intermediate InDesign CS5	24	65	95
Intermediate Photoshop CS4	24	65	95
Intermediate Photoshop CS5	24	65	95
Intermediate Photoshop CS6	24	65	95
Introduction to Adobe Acrobat 9	24	65	95
Introduction to Adobe Acrobat X	24	65	95
Introduction to Dreamweaver CS4	24	65	95
Introduction to Dreamweaver CS5	24	65	95
Introduction to Flash CS5	24	65	95
Introduction to Illustrator CS4	24	65	95
Introduction to Illustrator CS5	24	65	95
Introduction to InDesign CS5	24	65	95
Introduction to Photoshop CS4	24	65	95
Introduction to Photoshop CS5	24	65	95
Introduction to Photoshop CS6	24	65	9
Photoshop CS5 for the Digital Photographer	24	65	95
Photoshop CS5 for the Digital Photographer II	24	65	95
Photoshop Elements 10 for the Digital Photographer	24	65	95
Photoshop Elements 10 for the Digital Photographer II	24	65	95
Photoshop Elements 9 for the Digital Photographer	24	65	95
Photoshop Elements 9 for the Digital Photographer II	24	65	95

Digital Photography

	Hours	Cost	SRP
Photographing Nature with Your Digital Camera	24	65	95
Photoshop Elements 10 for the Digital Photographer	24	65	95
Photoshop Elements 9 for the Digital Photographer	24	65	95
Photoshop Elements 9 for the Digital Photographer II	24	65	95

Graphic Design

Graphic Design	Hours	Cost	SRP
Creating Web Pages	24	65	95
Designing Effective Websites	24	65	95
Intermediate InDesign CS5	24	65	95
Intermediate Photoshop CS4	24	65	95
Intermediate Photoshop CS5	24	65	95
Intermediate Photoshop CS6	24	65	95
Introduction to CorelDRAW X5	24	65	95
Introduction to Illustrator CS4	24	65	95
Introduction to Illustrator CS5	24	65	95
Introduction to InDesign CS4 (US)	24	65	95
Introduction to InDesign CS5	24	65	95
Introduction to Photoshop CS4	24	65	95
Introduction to Photoshop CS6	24	65	9
Photoshop Elements 10 for the Digital Photographer	24	65	95
Photoshop Elements 10 for the Digital Photographer II	24	65	95
Photoshop Elements 9 for the Digital Photographer	24	65	95
Photoshop Elements 9 for the Digital Photographer II	24	65	95

Multimedia

Multimedia	Hours	Cost	SRP
Intermediate Flash CS5	24	65	95
Introduction to Flash CS5	24	65	95

Web Design

Web Design	Hours	Cost	SRP
Advanced Web Pages	24	65	95
Creating Web Pages	24	65	95
Creating WordPress Websites II	24	65	95
Designing Effective Websites	24	65	95
Intermediate CSS and XHTML	24	65	95
Intermediate Dreamweaver CS4	24	65	95
Intermediate Dreamweaver CS5	24	65	95
Intermediate Flash CS5	24	65	95
Introduction to Creating WordPress Web Sites	24	65	95
Introduction to CSS and XHTML	24	65	95
Introduction to Dreamweaver CS4	24	65	95
Introduction to Dreamweaver CS5	24	65	95
Introduction to Flash CS5	24	65	95
Introduction to Microsoft Expression Web	24	65	95

HEALTH CARE AND MEDICAL

Alternative Medicine

Alternative Medicine	Hours	Cost	SRP
Certificate in Complementary and Alternative Medicine	28	160	210
Certificate in Spirituality, Health, and Healing	25	160	210
Introduction to Natural Health and Healing	24	65	95

Ancillary

Ancillary	Hours	Cost	SRP
Become a Physical Therapy Aide	24	65	95
Become an Optical Assistant (US)	24	65	95
Explore a Career as a Pharmacy Technician	24	65	95
Explore a Career as an Administrative Medical Assistant	24	65	95
Explore a Career in a Dental Office (US)	24	65	95
Explore a Career in Medical Coding (US)	24	65	95
Explore a Career in Medical Transcription	24	65	95
Human Anatomy and Physiology	24	65	95
Human Anatomy and Physiology II	24	65	95
Medical Math	24	65	95
Medical Terminology: A Word Association Approach	24	65	95

EMS and Firefighters

EMS and Firefighters	Hours	Cost	SRP
Handling Medical Emergencies	24	65	95

Ethics, Law, and Compliance

	Hours	Cost	SRP
Certificate in Legal and Ethical Issues in Nursing	23	130	170
HIPAA Compliance	24	65	95
Legal Nurse Consulting (US)	24	65	95
Medical Math	24	65	95

Health Care Certificate

	Hours	Cost	SRP
Certificate in Complementary and Alternative Medicine	28	160	210
Certificate in End of Life Care	21	140	190
Certificate in Gerontology	44	150	205
Certificate in Growth and Development Through the Lifespan	15	105	150
Certificate in Holistic and Integrative Health	50	225	350
Certificate in Integrative Mental Health	19	95	135
Certificate in Issues in Oxygenation	15	105	150
Certificate in Legal and Ethical Issues in Nursing	23	130	170
Certificate in Pain Assessment and Management	24	130	170
Certificate in Perinatal Issues	14	75	99
Certificate in Spirituality, Health, and Healing	25	160	210

Health Information Management

	Hours	Cost	SRP
Explore a Career as a Pharmacy Technician	24	65	95
Explore a Career as an Administrative Medical Assistant	24	65	95
Explore a Career in a Dental Office (US)	24	65	95
Explore a Career in Medical Coding (US)	24	65	95
Explore a Career in Medical Transcription	24	65	95
Human Anatomy and Physiology	24	65	95
Human Anatomy and Physiology II	24	65	95
Introduction to Biology	24	65	95
Medical Terminology: A Word Association Approach	24	65	95
Spanish for Medical Professionals	24	65	95

Veterinary

	Hours	Cost	SRP
Become a Veterinary Assistant	24	65	95
Become a Veterinary Assistant II: Canine Reproduction	24	65	95
Become a Veterinary Assistant III: Practical Skills	24	65	95

LANGUAGE AND ARTS

Arts

	Hours	Cost	SRP
Drawing for the Absolute Beginner	24	65	95
Introduction to Guitar	24	65	95
Introduction to Interior Design	24	65	95
Music Made Easy	24	65	95
Pleasures of Poetry	24	65	95
Start Your Own Arts and Crafts Business (US)	24	65	95

Creative Writing

Creative Writing	Hours	Cost	SRP
A Writer's Guide to Descriptive Settings	24	65	95
Advanced Fiction Writing	24	65	95
Beginning Writer's Workshop	24	65	95
Breaking Into Sitcom Writing	24	65	95
Introduction to Internet Writing Markets	24	65	95
Introduction to Journaling	24	65	95
Introduction to Screenwriting	24	65	95
Mystery Writing	24	65	95
Pleasures of Poetry	24	65	95
Research Methods for Writers	24	65	95
The Craft of Magazine Writing	24	65	95
The Keys to Effective Editing (US)	24	65	95
Travel Writing	24	65	95
Write Fiction Like a Pro	24	65	95
Write Your Life Story	24	65	95
Writeriffic 2: Advanced Creativity Training for Writers	24	65	95
Writeriffic: Creativity Training for Writers	24	65	95
Writing and Selling Self- Help Books	24	65	95
Writing Essentials	24	65	95
Writing for Children	24	65	95
Writing Young Adult Fiction	24	65	95

Digital Photography

Digital Photography	Hours	Cost	SRP
Discover Digital Photography	24	65	95
Intermediate Photoshop CS4	24	65	95
Intermediate Photoshop CS5	24	65	95
Intermediate Photoshop CS6	24	65	95
Introduction to Digital Scrapbooking	24	65	95
Introduction to Photoshop CS4	24	65	95
Introduction to Photoshop CS5	24	65	95
Introduction to Photoshop CS6	24	65	9
Photographing Nature with Your Digital Camera	24	65	95
Photographing People With Your Digital Camera	24	65	95
Photoshop CS5 for the Digital Photographer	24	65	95
Photoshop CS5 for the Digital Photographer II	24	65	95
Photoshop Elements 10 for the Digital Photographer	24	65	95
Photoshop Elements 10 for the Digital Photographer II	24	65	95
Photoshop Elements 9 for the Digital Photographer	24	65	95
Photoshop Elements 9 for the Digital Photographer II	24	65	95
Secrets of Better Photography	24	65	95
Travel Photography for the Digital Photographer	24	65	95

Graphic and Multimedia Design

	Hours	Cost	SRP
Intermediate Flash CS5	24	65	95
Intermediate InDesign CS5	24	65	95
Intermediate Photoshop CS5	24	65	95
Intermediate Photoshop CS6	24	65	95
Introduction to CorelDRAW X5	24	65	95
Introduction to Flash CS5	24	65	95
Introduction to Illustrator CS4	24	65	95
Introduction to Illustrator CS5	24	65	95
Introduction to InDesign CS4 (US)	24	65	·95
Introduction to InDesign CS5	24	65	95
Introduction to Photoshop CS6	24	65	9
Photoshop Elements 10 for the Digital Photographer	24	65	95
Photoshop Elements 9 for the Digital Photographer	24	65	95
Photoshop Elements 9 for the Digital Photographer II	24	65	95

Languages

	Hours	Cost	SRP
An Introduction to Teaching ESL/EFL	24	65	95
Beginning Conversational French	24	65	95
Conversational Japanese	24	65	95
Easy English 1	24	65	95
Easy English 2	24	65	95
Easy English 3	24	65	95
Enhancing Language Development in Childhood	24	65	95
Grammar for ESL (US)	24	65	95
Instant Italian	24	65	95
Practical Ideas for the Adult ESL/EFL Classroom	24	65	95
Spanish for Law Enforcement	24	65	95
Spanish for Medical Professionals	24.	65	95
Spanish in the Classroom	24	65	95
Speed Spanish	24	65	95
Speed Spanish II	24	65	95
Speed Spanish III	24	65	95
Teaching ESL/EFL Grammar	24	65	.95
Teaching ESL/EFL Reading	24	65	95
Teaching ESL/EFL Vocabulary	24	65	95
Writing for ESL	24	65	95

Publishing

	Hours	Cost	SRP
Beginner's Guide to Getting Published (US)	24	65	95
Introduction to Internet Writing Markets	24	65	95
The Craft of Magazine Writing	24	65	95
Writing and Selling Self- Help Books	24	65	95

LAW AND LEGAL

Business and Corporate

	Hours	Cost	SRP
Employment Law Fundamentals (US)	24	65	95
Workers' Compensation (US)	24	65	95

Criminal Law

	Hours	Cost	SRP
Introduction to Criminal Law (US)	24	65	95
Introduction to Criminal Law II (US)	24	65	95

General Law

	Hours	Cost	SRP
Legal Nurse Consulting (US)	24	65	95
Real Estate Law (US)	24	65	95

Litigation

	Hours	Cost	SRP
Winning Strategy for the Courtroom	24	65	95

LSAT Preparation	Hours	Cost	SRP
LSAT Preparation - Part 1 (US)	24	65	95
LSAT Preparation - Part 2 (US)	24	65	95

Paralegal	Hours	Cost	SRP
Explore a Career as a Paralegal (US)	24	65	95

PERSONAL DEVELOPMENT

Arts	Hours	Cost	SRP
Drawing for the Absolute Beginner	24	65	95
Introduction to Digital Scrapbooking	24	65	95
Introduction to Guitar	24	65	95
Music Made Easy	24	65	95
Pleasures of Poetry	24	65	95
Start Your Own Arts and Crafts Business (US)	24	65	95

Children, Parents, and Family	Hours	Cost	SRP
Assisting Aging Parents (US)	24	65	95
Discover Digital Photography	24	65	95
Empowering Students With Disabilities	24	65	95
Enhancing Language Development in Childhood	24	65	95
Genealogy Basics (US)	24	65	95
Guiding Kids on the Internet	24	65	95
Handling Medical Emergencies	24	65	95
Homeschool With Success (US)	24	65	95
Luscious, Low- Fat, Lightning- Quick Meals	24	65	95
Managing Life as a Single Parent	24	65	95
Math Refresher	24	65	95
Photographing People With Your Digital Camera	24	65	95
Ready, Set, Read!	24	65	95
Response to Intervention: Reading Strategies That Work	24	65	95
Secrets of Better Photography	24	65	95
Singapore Math Strategies: Advanced Model Drawing for Grades 6- 9	24	65	95
Singapore Math Strategies: Model Drawing for Grades 1- 6	24	65	95
Singapore Math: Number Sense and Computational Strategies	24	65	95
Teaching Students With Learning Disabilities	24	65	95
Understanding Adolescents	24	65	95
Write Your Life Story	24	65	95

Digital Photography	Hours	Cost	SRP
Discover Digital Photography	24	65	95
Intermediate Photoshop CS4	24	65	95
Intermediate Photoshop CS5	24	65	95
Intermediate Photoshop CS6	24	65	95
Introduction to Digital Scrapbooking	24	65	95
Introduction to Photoshop CS4	24	65	95
Introduction to Photoshop CS5	24	65	95
Introduction to Photoshop CS6	24	65	9
Photographing Nature with Your Digital Camera	24	65	95
Photographing People With Your Digital Camera	24	65	95
Photoshop CS5 for the Digital Photographer	24	65	95
Photoshop CS5 for the Digital Photographer II	24	65	95
Photoshop Elements 10 for the Digital Photographer	24	65	95
Photoshop Elements 10 for the Digital Photographer II	24	65	95
Photoshop Elements 9 for the Digital Photographer	24	65	95
Secrets of Better Photography	24	65	95
Travel Photography for the Digital Photographer	24	65	95

Health and Wellness

	Hours	Cost	SRP
Handling Medical Emergencies	24	65	95
Human Anatomy and Physiology	24	65	95
Human Anatomy and Physiology II	24	65	95
Introduction to Biology	24	65	95
Introduction to Chemistry	24	65	95
Introduction to Natural Health and Healing	24	65	95
Lose Weight and Keep It Off	24	65	95
Luscious, Low- Fat, Lightning- Quick Meals	24	65	95
Medical Math	24	65	95
Start Your Own Edible Garden	24	65	95

Job Search

	Hours	Cost	SRP
Listen To Your Heart, and Success Will Follow	24	65	95
Resume Writing Workshop	24	65	95
Twelve Steps to a Successful Job Search	24	65	95

Languages

	Hours	Cost	SRP
Beginning Conversational French	24	65	95
Conversational Japanese	24	65	95
Easy English 1	24	65	95
Easy English 2	24	65	95
Easy English 3	24	65	95
Grammar for ESL (US)	24	65	95
Grammar Refresher (US)	24	65	95
Instant Italian	24	65	95
Practical Ideas for the Adult ESL/EFL Classroom	24	65	95
Spanish for Law Enforcement	24	65	95
Spanish for Medical Professionals	24	65	95
Spanish in the Classroom	24	65	95
Speed Spanish	24	65	95
Speed Spanish II	24	65	95
Speed Spanish III	24	65	95
Writing for ESL	24	65	95

Personal Enrichment	Hours	Cost	SRP
Achieving Success with Difficult People	24	65	95
Assisting Aging Parents (US)	24	65	95
Drawing for the Absolute Beginner	24	65	95
Genealogy Basics (US)	24	65	95
Get Assertive!	24	65	95
Get Funny!	24	65	95
Grammar Refresher (US)	24	65	95
Handling Medical Emergencies	24	65	95
Homeschool With Success (US)	24	65	95
Human Anatomy and Physiology	24	65	95
Human Anatomy and Physiology II	24	65	95
Individual Excellence	24	65	95
Interpersonal Communication	24	65	95
Introduction to Algebra	24	65	95
Introduction to Biology	24	65	95
Introduction to Chemistry	24	65	95
Introduction to Guitar	24	65	95
Introduction to Interior Design	24	65	95
Introduction to Journaling	24	65	95
Introduction to Natural Health and Healing	24	65	95
Keys to Effective Communication	24	65	95
Leadership	24	65	95
Listen To Your Heart, and Success Will Follow	24	65	95
Lose Weight and Keep It Off	24	65	95
Managing Life as a Single Parent	24	65	95
Mastering Public Speaking	24	65	95
Math Refresher	24	65	95
Merrill Ream Speed Reading	24	65	95
Music Made Easy	24	65	95
Pleasures of Poetry	24	65	95
Resume Writing Workshop	24	65	95
Skills for Making Great Decisions	24	65	95
Start Your Own Edible Garden	24	65	95
Twelve Steps to a Successful Job Search	24	65	95
Wow, What a Great Event!	24	65	95
Write Your Life Story	24	65	95

Personal Finance & Investments	Hours	Cost	SRP
Introduction to Stock Options (US)	24	65	95
Keys to Successful Money Management (US)	24	65	95
Personal Finance (US)	24	65	95
Real Estate Investing (US)	24	65	95
Real Estate Investing II: Financing Your Property (US)	24	65	95
Stocks, Bonds, and Investing: Oh, My! (US)	24	65	95
The Analysis and Valuation of Stocks (US)	24	65	95
Where Does All My Money Go? (US)	24	65	95

Start Your Own Business

	Hours	Cost	SRP
Creating a Successful Business Plan	24	65	95
Get Paid to Travel	24	65	95
Growing Plants for Fun and Profit (US)	24	65	95
Introduction to Internet Writing Markets	24	65	95
Learn to Buy and Sell on eBay	24	65	95
Marketing Your Business on the Internet	24	65	95
Real Estate Investing (US)	24	65	95
Real Estate Investing II: Financing Your Property (US)	24	65	95
Secrets of the Caterer	24	65	95
Start a Pet Sitting Business	24	65	95
Start and Operate Your Own Home- Based Business (US)	24	65	95
Start Your Own Arts and Crafts Business (US)	24	65	95
Start Your Own Gift Basket Business	24	65	95
Start Your Own Small Business (US)	24	65	95
Starting a Consulting Practice (US)	24	65	95
Wow, What a Great Event!	24	65	95

Test Prep

	Hours	Cost	SRP
GED Preparation (US)	24	65	95
GMAT Preparation (US)	24	65	95
GRE Preparation - Part 1 (Verbal and Analytical) (US)	24	65	95
GRE Preparation - Part 2 (Quantitative) (US)	24	65	95
LSAT Preparation - Part 1 (US)	24	65	95
LSAT Preparation - Part 2 (US)	24	65	95
Prepare for the GED Language Arts, Writing Test (US)	24	65	95
Prepare for the GED Math Test	24	65	95
SAT/ACT Preparation - Part 1	24	65	95
SAT/ACT Preparation - Part 2	24	65	95

TEACHING AND EDUCATION

Classroom Computing

	Hours	Cost	SRP
Creating a Classroom Web Site	24	65	95
Guiding Kids on the Internet	24	65	95
Integrating Technology in the Classroom	24	65	95
Microsoft Excel 2007 in the Classroom	24	65	95
Microsoft Excel 2010 in the Classroom	24	65	95
Microsoft PowerPoint 2007 in the Classroom	24	65	95
Microsoft PowerPoint 2010 in the Classroom	24	65	95
Microsoft Word 2007 in the Classroom	24	65	95
Microsoft Word 2010 in the Classroom	24	65	95
The Classroom Computer	24	65	95
Using the Internet in the Classroom	24	65	95
Web 2.0: Blogs, Wikis, and Podcasts	24	65	95

Languages

	Hours	Cost	SRP
An Introduction to Teaching ESL/EFL	24	65	95
Enhancing Language Development in Childhood	24	65	95
Practical Ideas for the Adult ESL/EFL Classroom	24	65	95
Spanish in the Classroom	24	65	95
Teaching ESL/EFL Grammar	24	65	95
Teaching ESL/EFL Reading	24	65	95
Teaching ESL/EFL Vocabulary	24	65	95
Writing for ESL	24	65	95

Mathematics

	Hours	Cost	SRP
Singapore Math Strategies: Advanced Model Drawing for Grades 6- 9	24	65	95
Singapore Math Strategies: Model Drawing for Grades 1- 6	24	65	95
Singapore Math: Number Sense and Computational Strategies	24	65	95
Teaching Math: Grades 4- 6	24	65	95

Reading and Writing

	Hours	Cost	SRP
Guided Reading and Writing: Strategies for Maximum Student Achievement	24	65	95
Guided Reading: Strategies for the Differentiated Classroom	24	65	95
Ready, Set, Read!	24	65	95
Response to Intervention: Reading Strategies That Work	24	65	95
Teaching Writing: Grades 4- 6	24	65	95

Science

	Hours	Cost	SRP
Teaching Science: Grades 4- 6	24	65	95

Test Prep

	Hours	Cost	SRP
GRE Preparation - Part 1 (Verbal and Analytical) (US)	24	65	95
GRE Preparation - Part 2 (Quantitative) (US)	24	65	95
LSAT Preparation - Part 1 (US)	24	65	95
LSAT Preparation - Part 2 (US)	24	65	95
Praxis I Preparation	24	65	95
SAT/ACT Preparation - Part 1	24	65	95
SAT/ACT Preparation - Part 2	24	65	95

Tools for Teachers

	Hours	Cost	SRP
A to Z Grant Writing (US)	24	65	95
Advanced Grant Proposal Writing (US)	24	65	95
Creating a Classroom Web Site	24	65	95
Creating Classroom Centers	24	65	95
Creating Classroom Centers	24	65	95
Creating K- 12 Learning Materials	24	65	95
Creating the Inclusive Classroom: Strategies for Success	24	65	95
Differentiated Instruction in the Classroom	24	65	95
Differentiating K- 12 Assessments	24	65	95
Empowering Students With Disabilities	24	65	95
Enhancing Language Development in Childhood	24	65	95
Get Assertive!	24	65	95
Get Grants! (US)	24	65	95
Grammar Refresher (US)	24	65	95
Guided Reading and Writing: Strategies for Maximum Student Achievement	24	65	95
Guided Reading: Strategies for the Differentiated Classroom	24	65	95
Homeschool With Success (US)	24	65	95
Leadership	24	65	95
Solving Classroom Discipline Problems	24	65	95
Solving Classroom Discipline Problems II	24	65	95
Spanish in the Classroom	24	65	95
Survival Kit for New Teachers (US)	24	65	95
Teaching Adult Learners	24	65	95
Teaching Preschool: A Year of Inspiring Lessons	24	65	95
Teaching Smarter With SMART Boards	24	65	95
Teaching Students with ADHD	24	65	95
Teaching Students With Autism: Strategies for Success	24	65	95
Teaching Students With Learning Disabilities	24	65	95
The Creative Classroom	24	65	95
The Differentiated Instruction and Response to Intervention Connection	24	65	95
Understanding Adolescents	24	65	95
Writing Effective Grant Proposals (US)	24	65	95

TECHNOLOGY

Certificate Prep

	Hours	Cost	SRP
Advanced CompTIA A+ Certification Prep	24	85	110
Basic CompTIA A+ Certification Prep	24	85	110
CompTIA Security+ Certification Prep	24	85	110
CompTIA® Network+ Certification Prep	24	85	110
Intermediate CompTIA A+ Certification Prep	24	85	110

Computer Fundamentals

	Hours	Cost	SRP
Computer Skills for the Workplace	24	65	95
Intermediate Microsoft Excel 2010	24	65	95
Introduction to Linux	24	65	95
Introduction to Microsoft Excel 2010	24	65	95
Introduction to Microsoft Expression Web	24	65	95
Introduction to PC Troubleshooting	24	65	95
Introduction to Programming	24	65	95
Introduction to Windows 7	24	65	95
Introduction to Windows XP	24	65	95
Keyboarding	24	65	95
Navigating the Internet	24	65	95
Web 2.0: Blogs, Wikis, and Podcasts	24	65	95

Computer Programming

	Hours	Cost	SRP
Intermediate C# Programming	24	65	95
Intermediate Java Programming	24	65	95
Intermediate PHP and MySQL	24	65	95
Intermediate Visual Basic 2008	24	65	95
Introduction to Ajax Programming	24	65	95
Introduction to ASP.NET	24	65	95
Introduction to C# Programming	24	65	95
Introduction to C++ Programming	24	65	95
Introduction to Java Programming	24	65	95
Introduction to Perl Programming	24	65	95
Introduction to PHP and MySQL	24	65	95
Introduction to Programming	24	65	95
Introduction to Python 2.5 Programming	24	65	95
Introduction to Python 3 Programming	24	65	95
Introduction to Ruby Programming	24	65	95
Introduction to Visual Basic 2005	24	65	95
Introduction to Visual Basic 2008	24	65	95
Mac, iPhone, and iPad Programming	24	65	95

Database Management

	Hours	Cost	SRP
Intermediate Microsoft Access 2007	24	65	95
Intermediate Microsoft Access 2010	24	65	95
Intermediate Oracle	24	65	95
Intermediate PHP and MySQL	24	65	95
Intermediate SQL	24	65	95
Introduction to Crystal Reports	24	65	95
Introduction to Crystal Reports 10	24	65	95
Introduction to Database Development	24	65	95
Introduction to Microsoft Access 2007	24	65	95
Introduction to Microsoft Access 2010	24	65	95
Introduction to Oracle	24	65	95
Introduction to PHP and MySQL	24	65	95
Introduction to SQL	24	65	95

Graphic and Multimedia Design	Hours	Cost	SRP
Advanced Web Pages	24	65	95
Creating Web Pages	24	65	95
Intermediate Flash CS5	24	65	95
Intermediate InDesign CS5	24	65	95
Intermediate Photoshop CS4	24	65	95
Intermediate Photoshop CS5	24	65	95
Intermediate Photoshop CS6	24	65	95
Introduction to CorelDRAW X5	24	65	95
Introduction to Flash CS5	24	65	95
Introduction to Illustrator CS4	24	65	95
Introduction to Illustrator CS5	24	65	95
Introduction to InDesign CS4 (US)	24	65	95
Introduction to InDesign CS5	24	65	95
Introduction to Photoshop CS4	24	65	95
Introduction to Photoshop CS5	24	65	95
Introduction to Photoshop CS6	24	65	9
Photoshop CS5 for the Digital Photographer	24	65	95
Photoshop CS5 for the Digital Photographer II	24	65	95
Photoshop Elements 10 for the Digital Photographer	24	65	95
Photoshop Elements 10 for the Digital Photographer II	24	65	95
Photoshop Elements 9 for the Digital Photographer	24	65	95

Networking and Communications	Hours	Cost	SRP
Intermediate Networking	24	65	95
Introduction to Networking	24	65	95
Wireless Networking	24	65	95

Security	Hours	Cost	SRP
Advanced PC Security	24	65	95
CompTIA Security+ Certification Prep	24	85	110
Introduction to PC Security	24	65	95

Web Technology	Hours	Cost	SRP
Achieving Top Search Engine Positions	24	65	95
Advanced Web Pages	24	65	95
Creating Web Pages	24	65	95
Creating WordPress Websites II	24	65	95
Designing Effective Websites	24	65	95
Intermediate CSS and XHTML	24	65	95
Intermediate Dreamweaver CS4	24	65	95
Intermediate PHP and MySQL	24	65	95
Introduction to Creating WordPress Web Sites	24	65	95
Introduction to CSS and XHTML	24	65	95
Introduction to Dreamweaver CS4	24	65	95
Introduction to Microsoft Expression Web	24	65	95
Introduction to PHP and MySQL	24	65	95
Learn to Buy and Sell on eBay	24	65	95
Marketing Your Business on the Internet	24	65	95
Navigating the Internet	24	65	95
Web 2.0: Blogs, Wikis, and Podcasts	24	65	95

WRITING AND PUBLISHING

Business Writing	Hours	Cost	SRP
Business and Marketing Writing	24	65	95
Effective Business Writing	24	65	95
Fundamentals of Technical Writing	24	65	95
Grammar Refresher (US)	24	65	95
Intermediate Microsoft Word 2007	24	65	95
Intermediate Microsoft Word 2010	24	65	95
Introduction to Microsoft Word 2007	24	65	95
Resume Writing Workshop	24	65	95
The Keys to Effective Editing (US)	24	65	95
Writing Essentials	24	65	95

Creative Writing	Hours	Cost	SRP
A Writer's Guide to Descriptive Settings	24	65	95
Advanced Fiction Writing	24	65	95
Beginning Writer's Workshop	24	65	95
Breaking Into Sitcom Writing	24	65	95
Creating K- 12 Learning Materials	24	65	95
Creating WordPress Websites II	24	65	95
Introduction to Creating WordPress Web Sites	24	65	95
Introduction to Internet Writing Markets	24	65	95
Introduction to Journaling	24	65	95
Introduction to Screenwriting	24	65	95
Mystery Writing	24	65	95
Pleasures of Poetry	24	65	95
Research Methods for Writers	24	65	95
The Craft of Magazine Writing	24	65	95
The Keys to Effective Editing (US)	24	65	95
Travel Writing	24	65	95
Write and Publish Your Nonfiction Book	24	65	95
Write Fiction Like a Pro	24	65	95
Write Your Life Story	24	65	95
Writeriffic 2: Advanced Creativity Training for Writers	24	65	95
Writeriffic: Creativity Training for Writers	24	65	95
Writing Essentials	24	65	95
Writing for Children	24	65	95
Writing for ESL	24	65	95
Writing Young Adult Fiction	24	65	95

Grant Writing	Hours	Cost	SRP
A to Z Grant Writing (US)	24	65	95
Advanced Grant Proposal Writing (US)	24	65	95
Becoming a Grant Writing Consultant (US)	24	65	95
Get Grants! (US)	24	65	95
Writing Effective Grant Proposals (US)	24	65	95

Publishing	Hours	Cost	SRP
Beginner's Guide to Getting Published (US)	24	65	95
Introduction to Internet Writing Markets	24	65	95
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