

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 \$21,000 (see attached price

list)

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

invoices

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

Fund Source: Jefferson County Public Schools Adult and

Continuing Education Tuition Program

ARTICLE IV Term of Contract

Contractor shall begin performance of the Services on October 14, 2014 and shall complete the Services no later than June 30, 2015, 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 October 14, 2014.

Contractor's Social Security Number or Federal Tax ID Number: 59-212-4491

JEFFERSON COUNTY BOARD OF <u>Education to Go</u> EDUCATION <u>EDUCATION</u> CONTRACTOR

By: _____ By: Came & Doyle

Donna M. Hargens, Ed.D. Carrie Doyle

Title: Superintendent Title: General Manager

Cabinet Member:

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: Education to Go/A Division of Cengage Learning. Inc. is a proprietary online system of adult education courses.
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 Publi 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:
	have determined that, pursuant to K.R.S. 45A. 380, the above item(s) should be obtained by the Noncompetitive egotiation Methods since competition is not feasible.
	ovce Griffith rint name of person making Determination
	CPS Adult & Continuing Education chool or Department
S	ignature of person making Determination 8-19-14 Date
ī	Jame of Contractor (Contractor Signature Not Required)
F	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



Business and Professional	Hours	Cost	SRF
Administrative Professional with Microsoft Office 2007 Master	340	\$1695	\$1998
Administrative Professional with Microsoft Office 2010 Master	380	\$1695	\$1998
Administrative Professional with Microsoft Office Specialist 2007 Training	480	\$1995	\$239
Administrative Professional with Microsoft Office Specialist 2010	460	\$1995	\$239
Building Analyst Quick Start	60	\$1095	\$139
Certified Alternative Dispute Resolution Specialist	240	\$2595	\$299
Certified Bookkeeper	140	\$1695	\$199
Certified Global Business Professional	160	\$2095	\$249
Certified Green Supply Chain Professional	60	\$1295	\$159
Certified Indoor Air Quality Manager	16	\$695	\$79
Certified Indoor Environmentalist Prep	32	\$795	\$89
Certified Mediator	120	\$1495	\$179
Certified Protection Officer	50	\$750	\$85
Certified Residential Interior Designer	120	\$1695	\$199
Certified Wedding Planner	340	\$1295	\$159
Chartered Tax Professional	180	\$1595	\$189
Chartered Tax Professional for California Residents	200	\$1695	\$199
Child Development Associate Training	120	\$750	\$85
Child Development Associate Training Renewal	45	\$399	\$49
Entrepreneurship: Start-Up and Business Owner Management	360	\$1695	\$209
Event Management and Design	300	\$1695	\$199
Fitness Business Management	200	\$2195	\$259
reight Broker/Agent Training	150	\$1595	\$189
Grant Writing	300	\$1895	\$229
Graphic Design With Photoshop CS5 Training	200	\$1695	\$199
Help Desk Analyst: Tier 1 Support Specialist	120	\$1195	\$149
luman Resources Professional	120	\$1495	\$179
ean Mastery	60	\$1595	\$189
egal Secretary	350	\$1895	\$229
Management for IT Professionals	390	\$1895	\$229
Management Training	360	\$1895	\$229
Alicrosoft Access 2007	120	\$495	φ <u>ε</u> ε9
Vicrosoft Access 2007 Vicrosoft Access 2010 Certification Training	120	\$495	\$59
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Aicrosoft Excel 2007	100	\$495 \$405	\$59
Microsoft Excel 2010 Certification Training	95	\$495	\$59
Vicrosoft Office 2007 Master	260	\$1395	\$169
Microsoft Office 2010 Master Certification Training	300	\$1395	\$169
Aicrosoft Office Specialist 2007	400	\$1695	\$199
Aicrosoft Office Specialist 2010 (MOS) Certification Training	380	\$1695	\$199
Aicrosoft Outlook 2007	40	\$495	\$59
Microsoft Outlook 2010 Certification Training	45	\$495	\$59
/licrosoft PowerPoint 2007	60	\$495	\$59
Aicrosoft PowerPoint 2010 Certification Training	65	\$495	\$59
Aicrosoft Project 2007	60	\$695	\$79
Aicrosoft Project 2010	60	\$695	\$79
Aicrosoft SharePoint 2010 Certification Training	82	\$695	\$79
Microsoft Word 2007	80	\$495	\$59
Microsoft Word 2010 Certification Training	95	\$495	\$59
Non-Profit Management	300	\$1895	\$229
Nutrition for Optimal Health, Wellness, and Sports	200	\$2195	\$259
Paralegal	300	\$1695	\$199
Pay Per Click Marketing	150	\$1195	\$149
Payroll Practice and Management	80	\$1495	\$179



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Performing Comprehensive Building Assessments	30	\$795	\$895
Personal Training and Group Exercise Training for Older Adults	200	\$2195	\$2595
Physical Therapy Aide	150	\$1595	\$1895
Preston Bailey's Fundamentals of Floral Design	240	\$1395	\$1695
Preston Bailey's Intermediate Floral Design	240	\$1595	\$1895
Preston Bailey's Signature Wedding & Event Design	240	\$1495	\$1795
Principles of Green Buildings	30	\$695	\$795
Professional Bookkeeping with QuickBooks 2010	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2012	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2013	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2013, Software Included	140	\$1695	\$1995
Professional Interpreter	40	\$895	\$995
Project Management .	100	\$1395	\$1695
Project Management with Microsoft Project 2007	160	\$1695	\$1995
Project Management with Microsoft Project 2010	160	\$1695	\$1995
Purchasing and Supply Chain Management	300	\$1895	\$2295
Records Management Certificate	180	\$1295	\$1595
Search Engine Marketing	250	\$1595	\$1895
Search Engine Native and Search Engine Optimization	150	\$1195	\$1495
	110		
Senior Certified Sustainability Professional Six Sigma Black Belt		\$2095 \$2295	\$2495 \$2695
	200	-	•
Six Sigma Green Belt	100	\$1595	\$1895
Start Your Own Business	200	\$1595	\$1895
Technical Writing	80	\$1495	\$1795
Travel Agent Training	250	\$1495	\$1795
Career Online High School	Hours	Cost	SRP
High School Diploma With Certified Protection Officer Training	750	\$1095	\$1295
High School Diploma With Certified Transportation Services Training	750	\$1095	\$1295
High School Diploma With Child Care Training	750	\$1095	\$1295
High School Diploma with Food and Customer Service Skills Training	750	\$1095	\$1295
High School Diploma With General Career Preparation	750	\$1095	\$1295
High School Diploma With Homeland Security Training	750	\$1095	\$1295
High School Diploma With Office Management Training	750	\$1095	\$1295
High School Diploma with Retail Customer Service Skills Training	750	\$1095	\$1295
Healthcare and Fitness	Hours	Cost	SRP
Administrative Dental Assistant	150	\$1495	\$1795
	300	\$1695	\$1795 \$1995
Administrative Medical Specialist with Medical Billing and Coding	360	\$2095	
Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology		•	\$2495
Advanced Coding for the Physician's Office	80	\$1295	\$1595
Advanced Hospital Coding and CCS Prep	80	\$1595 \$0005	\$1895
Advanced Personal Fitness Trainer	400	\$2395	\$2795
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Certified National Pharmaceutical Representative	90	\$1495	\$1795
Certified Personal Trainer	62	\$895	\$995
Clinical Dental Assistant	240	\$1695	\$1995
Campa TIA IM I I and Abana and IT Tanka in land		\$1295	\$1595
CompTIA™ Healthcare IT Technician	80		
Fitness Business Management	200	\$2195	\$2595
Fitness Business Management ICD-10 Medical Coding	200 200	\$2195 \$1495	\$2595 \$1795
Fitness Business Management ICD-10 Medical Coding Medical Billing and Coding	200 200 240	\$2195 \$1495 \$1495	\$2595 \$1795 \$1795
Fitness Business Management ICD-10 Medical Coding	200 200	\$2195 \$1495	\$2595 \$1795



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Medical Transcription	240	\$1495	\$1795
Medical Transcription + Medical Terminology	300	\$1695	\$1995
Nutrition for Optimal Health, Wellness, and Sports	200	\$2195	\$2595
Optician Certification Training	150	\$1595	\$1895
Personal Fitness Trainer	250	\$1895	\$2295
Personal Training and Group Exercise Training for Older Adults	200	\$2195	\$2595
Pharmacy Technician	330	\$1695	\$1995
Physical Therapy Aide	150	\$1595	\$1895
Veterinary Assistant	170	\$1695	\$1995
Hospitality and Service Industry	Hours	Cost	SRP
Advanced Personal Fitness Trainer	400	\$2395	\$2795
Casino Poker Dealer	100	\$1295	\$1595
Certified Global Business Professional	160	\$2095	\$2495
Certified Protection Officer	50	\$750	\$850
Certified Wedding Planner	340	\$1295	\$1595
Child Development Associate Training	120	\$750	\$850
Child Development Associate Training Renewal	45	\$399	\$499
Fitness Business Management	200	\$2195	\$2595
Food and Customer Service Skills Training	120	\$750	\$850
High School Diploma with Food and Customer Service Skills Training	750	\$1095	\$1295
High School Diploma with Retail Customer Service Skills Training	750	\$1095	\$1295
Personal Fitness Trainer	250	\$1895	\$2295
Personal Training and Group Exercise Training for Older Adults	200	\$2195	\$2595
Preston Bailey's Fundamentals of Floral Design	240	\$1395	\$1695
Preston Bailey's Intermediate Floral Design	240	\$1595	\$1895
Preston Bailey's Signature Wedding & Event Design	240	\$1495	\$1795
Retail Customer Service Skills Training	120	\$750	\$850
Travel Agent Training	250	\$1495	\$1795
Video Game Design and Development	500	\$1695	\$1995
IT and Software Development	Hours	Cost	SRP
3ds max	300	\$1395	\$1695
Administrative Professional with Microsoft Office 2010 Master	380	\$1695	\$1995
Administrative Professional with Microsoft Office Specialist 2007 Training	480	\$1995	\$2395
Administrative Professional with Microsoft Office Specialist 2010	460	\$1995	\$2395
Android Application Developer	120	\$1395	\$1695
AutoCAD 2011	150	\$2195	\$2595
AutoCAD 2011 With AutoCAD 3D	230	\$2895	\$3295
AutoCAD 3D	80	\$1395	\$1695
AutoCAD 3D, Software Included	80	\$1695	\$1995
Cisco® CCNA® Certification Training	150	\$1695	\$1995
CompTIA™ A+ Certification Training	230	\$1395	\$1695
CompTIA™ Healthcare IT Technician	80	\$1295	\$1595
CompTIA™ Network+ Certification Training	80	\$1195	\$1495
CompTIA™ Security+ Certification Training	80	\$1195	\$1495
Forensic Computer Examiner	80	\$2695	\$3095
Help Desk Analyst: Tier 1 Support Specialist	120	\$1195	\$1495
iPhone/ iPad (iOS) Application Developer	200	\$1695	\$1995
Management for IT Professionals	390	\$1895	\$2295
Microsoft Access 2007	120	\$495	\$595
Microsoft Access 2010 Certification Training	120	\$495	\$595
Microsoft Certified Solutions Associate (MCSA): Server 2008	275	\$1795	\$2195
Microsoft Certified Solutions Associate (MCSA): SQL Server 2008	220	\$1695	\$1995
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Microsoft Certified Solutions Associate (MCSA): Windows 7	200	\$1695	\$1995
Microsoft Excel 2007	100	\$495	\$595
Microsoft Excel 2010 Certification Training	95	\$495	\$595
Microsoft Office 2007 Master	260	\$1395	\$1695
Microsoft Office 2010 Master Certification Training	300	\$1395	\$1695
Microsoft Office Specialist 2007	400	\$1695	\$1995
Microsoft Office Specialist 2010 (MOS) Certification Training	380	\$1695	\$1995
Microsoft Outlook 2007	40	\$495	\$595
Microsoft Outlook 2010 Certification Training	45	\$495	\$595
Microsoft PowerPoint 2007	60	\$495	\$595
Microsoft PowerPoint 2010 Certification Training	65	\$495	\$595
Microsoft SharePoint 2010 Certification Training	82	\$695	\$795
Microsoft Web Developer	240	\$1695	\$1995
Microsoft Word 2007	80	\$495	\$595
Microsoft Word 2010 Certification Training	95	\$495	\$595
Mobile and Desktop Web Developer	460	\$2595	\$2995
Mobile Web Developer	280	\$1895	\$2295
Pay Per Click Marketing	150	\$1195	\$1495
Search Engine Marketing	250	\$1595	\$1495 \$1895
Search Engine Optimization			•
Systems Security Certified Practitioner (SSCP) Training	150	\$1195	\$1495 \$1505
Video Game Design and Development	75 500	\$1295	\$1595
Web Applications Developer	500	\$1695	\$1995
Webmaster	360	\$1995	\$2395
Vebinastei	150	\$1695	\$1995
Management and Corporate	Hours	Cost	SRP
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		THE PROPERTY OF STREET, STREET	\$1205
Building Analyst Quick Start	60	\$1095	\$1395 \$2005
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist	60 240	\$1095 \$2595	\$2995
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional	60 240 60	\$1095 \$2595 \$1295	\$2995 \$1595
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager	60 240 60 16	\$1095 \$2595 \$1295 \$695	\$2995 \$1595 \$795
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager Certified Indoor Environmentalist Prep	60 240 60 16 32	\$1095 \$2595 \$1295 \$695 \$795	\$2995 \$1595 \$795 \$895
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager Certified Indoor Environmentalist Prep Certified Mediator	60 240 60 16 32 120	\$1095 \$2595 \$1295 \$695 \$795 \$1495	\$2995 \$1595 \$795 \$895 \$1795
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager Certified Indoor Environmentalist Prep Certified Mediator Certified National Pharmaceutical Representative	60 240 60 16 32 120 90	\$1095 \$2595 \$1295 \$695 \$795 \$1495 \$1495	\$2995 \$1595 \$795 \$895 \$1795 \$1795
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager Certified Indoor Environmentalist Prep Certified Mediator Certified National Pharmaceutical Representative Entrepreneurship: Start-Up and Business Owner Management	60 240 60 16 32 120 90	\$1095 \$2595 \$1295 \$695 \$795 \$1495 \$1495 \$1695	\$2995 \$1595 \$795 \$895 \$1795 \$1795 \$2095
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager Certified Indoor Environmentalist Prep Certified Mediator Certified National Pharmaceutical Representative Entrepreneurship: Start-Up and Business Owner Management Event Management and Design	60 240 60 16 32 120 90 360 300	\$1095 \$2595 \$1295 \$695 \$795 \$1495 \$1695 \$1695	\$2995 \$1595 \$795 \$895 \$1795 \$1795 \$2095 \$1995
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager Certified Indoor Environmentalist Prep Certified Mediator Certified National Pharmaceutical Representative Entrepreneurship: Start-Up and Business Owner Management Event Management and Design Fitness Business Management	60 240 60 16 32 120 90 360 300 200	\$1095 \$2595 \$1295 \$695 \$795 \$1495 \$1495 \$1695 \$1695 \$2195	\$2995 \$1595 \$795 \$895 \$1795 \$1795 \$2095 \$1995 \$2595
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Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager Certified Indoor Environmentalist Prep Certified Mediator Certified National Pharmaceutical Representative Entrepreneurship: Start-Up and Business Owner Management Event Management and Design Fitness Business Management Grant Writing Lean Mastery	60 240 60 16 32 120 90 360 300 200 300 60	\$1095 \$2595 \$1295 \$695 \$795 \$1495 \$1495 \$1695 \$1695 \$2195 \$1895 \$1595	\$2995 \$1595 \$795 \$895 \$1795 \$1795 \$2095 \$1995 \$2595 \$2295 \$1895
Building Analyst Quick Start Certified Alternative Dispute Resolution Specialist Certified Green Supply Chain Professional Certified Indoor Air Quality Manager Certified Indoor Environmentalist Prep Certified Mediator Certified National Pharmaceutical Representative Entrepreneurship: Start-Up and Business Owner Management Event Management and Design Fitness Business Management Grant Writing Lean Mastery Legal Secretary	60 240 60 16 32 120 90 360 300 200 300 60 350	\$1095 \$2595 \$1295 \$695 \$795 \$1495 \$1495 \$1695 \$1695 \$2195 \$1895 \$1895 \$1895	\$2995 \$1595 \$795 \$895 \$1795 \$1795 \$2095 \$1995 \$2595 \$2295 \$1895 \$2295
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Microsoft Word 2010 Certification Training	95	\$495	\$595
Non-Profit Management	300	\$1895	\$2295
Payroll Practice and Management	80	\$1495	\$1795
Performing Comprehensive Building Assessments	30	\$795	\$895
Personal Training and Group Exercise Training for Older Adults	200	\$2195	\$2595
Principles of Green Buildings	30	\$695	\$795
Professional Bookkeeping with QuickBooks 2012	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2013	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2013, Software Included	140	\$1695	\$1995
Project Management	100	\$1395	\$1695
Project Management with Microsoft Project 2007	160	\$1695	\$1995
Project Management with Microsoft Project 2010	160	\$1695	\$1995
Project Management with Microsoft Project 2010	160	\$1695	\$1995
Purchasing and Supply Chain Management	300	\$1895	\$2295
Records Management Certificate	180	\$1295	\$1595
Senior Certified Sustainability Professional	110	\$2095	\$2495
Six Sigma Black Belt	200	\$2295	\$2695
Six Sigma Green Belt	100	\$1595	\$1895
Technical Writing	80	\$1495	\$1795
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Media and Design	Hours	Cost	SRP
3ds max	300	\$1395	\$1695
Certified Residential Interior Designer	120	\$1695	\$1995
Digital Arts Certificate	. 360	\$5495	\$5995
Event Management and Design	300	\$1695	\$1995
Graphic Design With Photoshop CS5 Training	200	\$1695	\$1995
Marketing Design Certificate	360	\$5495	\$5995
Multimedia Arts Certificate	360	\$5495	\$5995
Video Game Design and Development	500	\$1695	\$1995
Web Applications Developer	360	\$1995	\$2395
Web Design Professional	350	\$2595	\$2995
Webmaster	150	\$1695	\$1995
Skilled Trades and Industrial	Hours	Cost	SRP
Biofuel Production Operations	400	\$2195	\$2595
Building Analyst Quick Start	60	\$1095	\$1395
Carpentry	80	\$1295	\$1595
Certified Green Supply Chain Professional	60	\$1295	\$1595
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Certified Protection Officer	50	\$750	\$850
Chemical Plant Operations	400	\$2195	\$2595
Freight Broker/Agent Training	150	\$1595	\$1895
Home Inspection Certificate	200	\$1895	\$2295
HVAC Technician	320	\$2695	\$3095
	400	\$2195	
Natural Gas Plant Operations Oil Refinery Operations	400	\$2195	\$2595 \$2595
· ·	400		
Paper Mill Operations Performing Comprehensive Building Assessments		\$2195 \$705	\$2595
Performing Comprehensive Building Assessments	30	\$795	\$895
Power Plant Operations	400	\$2195	\$2595
Principles of Green Buildings	30	\$695	\$795
Pulp Mill Operations	400	\$2195	\$2595
Senior Certified Sustainability Professional	110	\$2095	\$2495
Solar Power Professional	120	\$1595	\$1895



Wind Energy Professional	240	\$1995	\$2395
Sustainable Energy and Going Green	Hours	Cost	SRP
Biofuel Production Operations	400	\$2195	\$2595
Building Analyst Quick Start	60	\$1095	\$1395
Certified Green Supply Chain Professional	60	\$1295	\$1595
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Natural Gas Plant Operations	400	\$2195	\$2595
Performing Comprehensive Building Assessments	30	\$795	\$895
Principles of Green Buildings	30	\$695	\$795
Senior Certified Sustainability Professional	110	\$2095	\$2495
Solar Power Professional	120	\$1595	\$1895
Wind Energy Professional	240	\$1995	\$2395

Prices are in U.S. dollars.

Prices and courses are subject to change.

18-Feb-2014



ACCOUNTING AND FINANCE

Accounting Fundamentals	Hours	Cost	SRP
Accounting Fundamentals (US)	24	65	100
Accounting Fundamentals II (US)	24	65	100
Accounting Software	Hours	Cost	SRP
Advanced Microsoft Excel 2007	24	65	100
Advanced Microsoft Excel 2010	24	65	100
Intermediate Microsoft Excel 2007	24	65	100
Intermediate Microsoft Excel 2010	24	65	100
Intermediate QuickBooks 2012	24	65	100
Intermediate QuickBooks 2013	24	65	100
Introduction to Crystal Reports	24	65	100
Introduction to Crystal Reports 10	- 24	65	100
Introduction to Microsoft Excel 2007	24	65	100
Introduction to Microsoft Excel 2010	24	65	100
Introduction to Microsoft Excel 2013	24	65	100
Introduction to Peachtree Accounting 2012	24	65	100
Introduction to QuickBooks 2011	24	65	100
Introduction to QuickBooks 2012	24	65	100
Introduction to Quickbooks 2013	24	65	100
Performing Payroll in QuickBooks 2011	24	65	100
Performing Payroll in QuickBooks 2012	24	65	100
Performing Payroll in QuickBooks 2013 (US)	24	65	100
QuickBooks 2011 for Contractors	24	65	100
QuickBooks 2012 for Contractors	24	65	100
QuickBooks 2013 for Contractors,	24	65	100
Personal Finance & Investments	Hours	Cost	SRP
Introduction to Stock Options (US)	24	65	100
Keys to Successful Money Management (US)	24	65	100
Personal Finance (US)	24	65	100
Protect Your Money, Credit, and Identity	24	65	100
Real Estate Investing (US)	24	65	100
Real Estate Investing II: Financing Your Property (US)	24	65	100
Stocks, Bonds, and Investing: Oh, My! (US)	24	65	100
Where Does All My Money Go? (US)	24	65	100
BUSINESS			
Business Communication	Hours	Cost	SRP
Building Teams That Work	24	65	100
Effective Business Writing	24	65	100
Fundamentals of Technical Writing	24	65	100
Interpersonal Communication	24	65	100
Keys to Effective Communication	24	65	100
Writing Essentials	24	65	100



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Business Software	Hours	Cost	SRP
Intermediate Microsoft Excel 2010	24	65	100
Intermediate Microsoft Word 2007	24	65	100
Intermediate Microsoft Word 2010	24	65	100
Introduction to Microsoft Excel 2007	24	65	100
Introduction to Microsoft Excel 2010	24	65	100
Introduction to Microsoft Excel 2013	24	65	100
Introduction to Microsoft Outlook 2007	24	65	100
Introduction to Microsoft Outlook 2010	24	65	100
Introduction to Microsoft Outlook 2013	24	65	100
Introduction to Microsoft PowerPoint 2010	24	65	100
Introduction to Microsoft Project 2010	24	65	100
Introduction to Microsoft Project 2013	24	65	100
Introduction to Microsoft Word 2007	24	65	100
Introduction to Microsoft Word 2010	24	65	100
Introduction to Microsoft Word 2011 for Mac	24	65	100
Introduction to Peachtree Accounting 2012	· 24	65	100
Introduction to Quickbooks 2013	24	65	100
Performing Payroll in QuickBooks 2011	24	65	100
Performing Payroll in QuickBooks 2012	24	65	100
Performing Payroll in QuickBooks 2013 (US)	24	65	100
QuickBooks 2011 for Contractors	24	65	100
QuickBooks 2012 for Contractors	24	65	100
QuickBooks 2013 for Contractors,	24	65	100
Quellibooks 2013 for Contractors,		03	100
General Business Skills	Hours	Cost	SRP
Accounting Fundamentals (US)	24	65	100
Accounting Fundamentals II (US)	24	65	100
Administrative Assistant Applications	24	65	100
Administrative Assistant Fundamentals	24	65	100
Business Finance for Non-Financial Personnel	24	65	100
Computer Skills for the Workplace	24	65	100
Effective Business Writing	24	65	100
Effective Selling	24	65	100
Fundamentals of Supervision and Management	24	65	100
Fundamentals of Supervision and Management II	24	65	100
Individual Excellence	24	65	100
Introduction to Business Analysis	24	65	100
Introduction to Microsoft Word 2011 for Mac	24	65	100
Introduction to Windows 7	24	65	100
Introduction to Windows 8	24	65	100
Manufacturing Applications	24	65	100
Manufacturing Fundamentals	24	65	100
Mastery of Business Fundamentals	24	65	100
Photoshop Elements 9 for the Digital Photographer II	24	65	100
Purchasing Fundamentals	24	65	100
Six Sigma: Total Quality Applications	24	65	100
Total Quality Fundamentals	24	65	100
Grant Writing	Hours	Cost	SRP
A to Z Grant Writing (US)	24	65	100
Advanced Grant Proposal Writing (US)	24	65	100
Becoming a Grant Writing Consultant (US)	24	65	100
Get Grants! (US)	24	65	100
Nonprofit Fundraising Essentials (US)	24	65	100
	24	65	100
Writing Effective Grant Proposals (US)	24	03	100



Management and Leadership	Hours	Cost	SRP
Achieving Success with Difficult People	24	65	100
Building Teams That Work	24	65	100
Business Finance for Non-Financial Personnel	24	65	100
Creating a Successful Business Plan	24	65	100
Distribution and Logistics Management	24	65	100
Employment Law Fundamentals (US)	24 24	65 65	100 100
Fundamentals of Supervision and Management	24	65	100
Fundamentals of Supervision and Management II Individual Excellence	24	65	100
Leadership	24	65	100
Managing Customer Service	24	65	100
Mastering Public Speaking	24	65	100
Supply Chain Management Fundamentals	24	65	100
Understanding the Human Resources Function	24	65	100
Non Profit	Hours	Cost	SRP
Introduction to Nonprofit Management (US)	24	65	100
Marketing Your Nonprofit	24	65	100
Nonprofit Fundraising Essentials (US)	24	65	100
Starting a Nonprofit	24	65	100
Wow, What a Great Event!	24	65	100
Project Management	Hours	Cost	SRP
High Speed Project Management	24	65	100
Introduction to Microsoft Project 2010	24	65	100
Introduction to Microsoft Project 2013	24	65	100
PMP © Certification Prep 1	24	80	105
PMP © Certification Prep 2	24	80	105
Project Management Applications	24 24	65 65	100
Project Management Fundamentals	24	65	100
Six Sigma: Total Quality Applications Total Quality Fundamentals	24	65	100
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			SBE
Sales and Marketing	Hours	Cost	SRP
Sales and Marketing Introduction to Microsoft Publisher 2013	Hours 24	Cost 65	100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions	Hours 24 24	Cost 65 65	100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing	Hours 24 24 24 24	Cost 65 65 65	100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites	Hours 24 24 24 24 24	65 65 65 65	100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing	Hours 24 24 24 24	65 65 65 65 65	100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling	Hours 24 24 24 24 24 24 24	Cost 65 65 65 65 65 65	100 100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007	Hours 24 24 24 24 24 24	65 65 65 65 65	100 100 100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010	Hours 24 24 24 24 24 24 24 24	65 65 65 65 65 65 65	100 100 100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication	Hours 24 24 24 24 24 24 24 24 24	Cost 65 65 65 65 65 65 65	100 100 100 100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication Introduction to Google Analytics	Hours 24 24 24 24 24 24 24 24 24 24	Cost 65 65 65 65 65 65 65 65	100 100 100 100 100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication Introduction to Google Analytics Introduction to Microsoft Access 2007	Hours 24 24 24 24 24 24 24 24 24 24 24	65 65 65 65 65 65 65 65 65	100 100 100 100 100 100 100 100
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Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication Introduction to Google Analytics Introduction to Microsoft Access 2010 Introduction to Microsoft PowerPoint 2010	Hours 24 24 24 24 24 24 24 24 24 24 24 24 24	Cost 65 65 65 65 65 65 65 65 65 65 65 65	100 100 100 100 100 100 100 100 100
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Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication Introduction to Google Analytics Introduction to Microsoft Access 2007 Introduction to Microsoft Access 2010 Introduction to Microsoft Publisher 2007	Hours 24 24 24 24 24 24 24 24 24 24 24 24 24	Cost 65 65 65 65 65 65 65 65 65 65 65 65 65	100 100 100 100 100 100 100 100 100 100
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Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication Introduction to Google Analytics Introduction to Microsoft Access 2017 Introduction to Microsoft Access 2010 Introduction to Microsoft PowerPoint 2010 Introduction to Microsoft PowerPoint 2010 Introduction to Microsoft Publisher 2007 Introduction to Microsoft Publisher 2010 Keys to Effective Communication	Hours 24 24 24 24 24 24 24 24 24 24 24 24 24	Cost 65 65 65 65 65 65 65 65 65 65 65 65 65	100 100 100 100 100 100 100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication Introduction to Google Analytics Introduction to Microsoft Access 2007 Introduction to Microsoft Access 2010 Introduction to Microsoft Publisher 2010 Introduction to Microsoft Publisher 2007 Introduction to Microsoft Publisher 2010 Keys to Effective Communication Leadership Marketing Your Business on the Internet Mastering Public Speaking	24 24 24 24 24 24 24 24 24 24 24 24 24 2	Cost 65 65 65 65 65 65 65 65 65 65 65 65 65	100 100 100 100 100 100 100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication Introduction to Google Analytics Introduction to Microsoft Access 2007 Introduction to Microsoft Access 2010 Introduction to Microsoft PowerPoint 2010 Introduction to Microsoft PowerPoint 2010 Introduction to Microsoft Publisher 2007 Introduction to Microsoft Publisher 2010 Keys to Effective Communication Leadership Marketing Your Business on the Internet Mastering Public Speaking Professional Sales Skills	24 24 24 24 24 24 24 24 24 24 24 24 24 2	Cost 65 65 65 65 65 65 65 65 65 65 65 65 65	100 100 100 100 100 100 100 100 100 100
Sales and Marketing Introduction to Microsoft Publisher 2013 Achieving Top Search Engine Positions Business and Marketing Writing Designing Effective Websites Effective Business Writing Effective Selling Intermediate Microsoft Access 2007 Intermediate Microsoft Access 2010 Interpersonal Communication Introduction to Google Analytics Introduction to Microsoft Access 2007 Introduction to Microsoft Access 2010 Introduction to Microsoft Publisher 2010 Introduction to Microsoft Publisher 2007 Introduction to Microsoft Publisher 2010 Keys to Effective Communication Leadership Marketing Your Business on the Internet Mastering Public Speaking	24 24 24 24 24 24 24 24 24 24 24 24 24 2	Cost 65 65 65 65 65 65 65 65 65 65 65 65 65	100 100



Start Your Own Business	Hours	Cost	SRP
Becoming a Grant Writing Consultant (US)	24	65	100
Creating a Successful Business Plan	24	65	100
Growing Plants for Fun and Profit (US)	24	65	100
How to Make Money From Your Writing	24	65	100
Introduction to Interior Design	24	65	100
Introduction to Internet Writing Markets	24	65	100
Learn to Buy and Sell on eBay	24	65	100
Marketing Your Business on the Internet	24	65	100
Real Estate Investing (US)	24	65	100
Real Estate Investing II: Financing Your Property (US)	24	65	100
Secrets of the Caterer	24	65	100
Small Business Marketing on a Shoestring (US)	24	65	100
Start a Pet Sitting Business	24	65	100
Start and Operate Your Own Home-Based Business (US)	24	65	100
Start Your Own Arts and Crafts Business (US)	24	65	100
Start Your Own Gift Basket Business	24	65	100
Start Your Own Small Business (US)	24	65	100
Starting a Consulting Practice (US)	24	65	100
Wow, What a Great Event!	24	65	100
Writing and Selling Self-Help Books	24	65	100
COLLEGE READINESS			
Developmental Studies	Hours	Cost	SRP
ReadyMATH	75	399	499
Math	Hours	Cost	SRP
Introduction to Algebra	24	65	100
Introduction To Statistics	24	65	100
Math Refresher	24	65	100
Medical Math	24	65	100
ReadyMATH	75	399	499
Test Prep	Hours	Cost	SRF
Prepare for the GED® Test (US)	24	65	100
ReadyMATH	75	399	499



COMPUTER APPLICATIONS

Adobe	Hours	Cost	SRP
Photoshop CS6 for the Digital Photographer	24	65	100
Intermediate Dreamweaver CS5	24	65	100
Intermediate Dreamweaver CS6	24	65	100
Intermediate Flash CS5	24	65	100
Intermediate InDesign CS5	24	65	100
Intermediate Photoshop CS5	24	65	100
Intermediate Photoshop CS6	24	65	100
Introduction to Adobe Acrobat X	24	65	100
Introduction to Adobe Edge Animate	24	65	100
Introduction to Digital Scrapbooking	24	65	100
Introduction to Dreamweaver CS5	24	65	100
Introduction to Dreamweaver CS6	24	65	100
Introduction to Flash CS5	24	65	100
Introduction to Flash CS6	24	65	100
Introduction to Illustrator CS5	24	65	100
Introduction to Illustrator CS6	24	65	100
Introduction to InDesign CS5	24	65	100
Introduction to InDesign CS6	24	65	100
Introduction to Lightroom 4	24	65	100
Introduction to Lightroom 5	24	65	100
Introduction to Photoshop CS5	24	65	100
Introduction to Photoshop CS6	24	65	100
Photoshop CC for the Digital Photographer	24	65	100
Photoshop CS5 for the Digital Photographer	24	65	100
Photoshop CS5 for the Digital Photographer II	24	65	100
Photoshop CS6 for the Digital Photographer	24	65	100
Photoshop CS6 for the Digital Photographer II	24	65	100
Photoshop Elements 10 for the Digital Photographer	24	65	100
Photoshop Elements 10 for the Digital Photographer II	24	65	100
Photoshop Elements 11 for the Digital Photographer	24	65	100
Photoshop Elements 11 for the Digital Photographer II	24	65	100
Photoshop Elements 12 for the Digital Photographer	24	65	100
Photoshop Elements 9 for the Digital Photographer	24	65	100
Photoshop Elements 9 for the Digital Photographer II	24	65	100



Microsoft	Hours	Cost	SRI
ntroduction to Microsoft Publisher 2013	24	65	100
Advanced Microsoft Excel 2007	24	65	100
dvanced Microsoft Excel 2010	24	65	100
ntermediate Microsoft Access 2007	24	65	10
ntermediate Microsoft Access 2010	24	65	10
ntermediate Microsoft Excel 2007	24	65	10
ntermediate Microsoft Excel 2010	24	65	10
ntermediate Microsoft Word 2007	24	65	10
ntermediate Microsoft Word 2010	24	65	10
ntroduction to Microsoft Access 2007	24	65	10
ntroduction to Microsoft Access 2010	24	65	10
ntroduction to Microsoft Excel 2007	24	65	10
ntroduction to Microsoft Excel 2010	24	65	10
ntroduction to Microsoft Excel 2013	24	65	10
ntroduction to Microsoft Outlook 2007	24	65	10
ntroduction to Microsoft Outlook 2010	24	65	10
ntroduction to Microsoft Outlook 2013	24	65	10
ntroduction to Microsoft PowerPoint 2010	24	65	10
ntroduction to Microsoft Project 2010	24	65	10
ntroduction to Microsoft Project 2013	· 24	65	10
ntroduction to Microsoft Publisher 2007	24	65	10
ntroduction to Microsoft Publisher 2010	24	65	10
ntroduction to Microsoft Word 2007	24	65	10
ntroduction to Microsoft Word 2010	24	65	10
ntroduction to Microsoft Word 2011 for Mac	24	65	10
Nhat's New In Microsoft Office 2007	24	65	10
Nhat's New in Microsoft Office 2010	24	65	10
Other Applications	Hours	Cost	SR
ntermediate QuickBooks 2012	24	65	10
ntermediate QuickBooks 2013	24	65	10
ntroduction to CorelDRAW X5	24	65	10
ntroduction to Crystal Reports	24	65	10
ntroduction to Crystal Reports 10	24	65	10
ntroduction to Peachtree Accounting 2012	24	65	10
ntroduction to QuickBooks 2011	24	65	10
ntroduction to QuickBooks 2012	24	65	10
ntroduction to Quickbooks 2013	24	65	10
Performing Payroll in QuickBooks 2011	24	65	10
Performing Payroll in QuickBooks 2012	24	65	10
Performing Payroll in QuickBooks 2013 (US)	24	65	10
		65	10
OuickBooks 2011 for Contractors	24		
<u>-</u>	24 24	65	111
QuickBooks 2011 for Contractors QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors,	24 24 24	65 65	10 10
QuickBooks 2012 for Contractors	24		
QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors, CREDIT RECOVERY	24		10
QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors, CREDIT RECOVERY Language Arts	24 24	65	10 SR
QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors, CREDIT RECOVERY Language Arts English I: Survey of Literature: Semester 1	24 24 Hours	65 Cost 225	10 SR 29
QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors, CREDIT RECOVERY Language Arts English I: Survey of Literature: Semester 1 English I: Survey of Literature: Semester 2	24 24 Hours 48 48	65 Cost 225 225	10 SR 29 29
QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors, CREDIT RECOVERY Language Arts English I: Survey of Literature: Semester 1 English II: Survey of Literature: Semester 2 English II: World Literature and Composition: Semester 1	24 24 Hours 48 48 48	65 Cost 225 225 225 225	29 29 29
QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors, CREDIT RECOVERY Language Arts English I: Survey of Literature: Semester 1 English II: Survey of Literature: Semester 2 English II: World Literature and Composition: Semester 1 English II: World Literature and Composition: Semester 2	24 24 24 Hours 48 48 48 48	Cost 225 225 225 225 225	29 29 29
QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors, CREDIT RECOVERY Language Arts English I: Survey of Literature: Semester 1 English I: Survey of Literature: Semester 2 English II: World Literature and Composition: Semester 1 English II: World Literature and Composition: Semester 2 English III: American Literature and Composition: Semester 2	24 24 24 Hours 48 48 48 48 48	Cost 225 225 225 225 225 225	29 29 29 29
QuickBooks 2012 for Contractors QuickBooks 2013 for Contractors,	24 24 24 Hours 48 48 48 48	Cost 225 225 225 225 225	



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
Blology: 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
Photoshop CS6 for the Digital Photographer	24	65	100
Intermediate Dreamweaver CS5	24	65	100
Intermediate Dreamweaver CS6	24	65	100
Intermediate Flash CS5	24	65	100
Intermediate InDesign CSS	24	65	100
Intermediate Photoshop CS5	24	65	100
Intermediate Photoshop CS6	24	65	100
Introduction to Adobe Acrobat X	24	65	100
Introduction to Adobe Edge Animate	24	65	100
Introduction to Adobe Edge Affiliate Introduction to Dreamweaver CS5	24	65	100
· · · · · · · · · · · · · · · · · · ·			
Introduction to Dreamweaver CS6	24	65	100
Introduction to Flash CS5	. 24	65	100
Introduction to Flash CS6	24	65	100
Introduction to Illustrator CS5	24	65	100
Introduction to Illustrator CS6	24	65	100
Introduction to InDesign CS5	24	65	100
Introduction to InDesign CS6	24	65	100
Introduction to Lightroom 4	24	65	100
Introduction to Photoshop CS5	24	65	100
Introduction to Photoshop CS6	24	65	100
Photoshop CC for the Digital Photographer	24	65	100
Photoshop CS5 for the Digital Photographer	24	65	100
Photoshop CS5 for the Digital Photographer II	24	65	100
Photoshop CS6 for the Digital Photographer	24	65	100
Photoshop CS6 for the Digital Photographer II	24	65	100
Photoshop Elements 10 for the Digital Photographer	24	65	100
Photoshop Elements 10 for the Digital Photographer II	24	65	100
Photoshop Elements 11 for the Digital Photographer	24	65	100
Photoshop Elements 11 for the Digital Photographer II	24	65	100
Photoshop Elements 12 for the Digital Photographer	24	65	100
Photoshop Elements 9 for the Digital Photographer	24	65	100
	24 24	65	100
Photoshop Elements 9 for the Digital Photographer II	24	65	100



	topotonical designations and characteristic relations are also		
Digital Photography	Hours	Cost	SRP
Photoshop CS6 for the Digital Photographer	24	65	100
Introduction to Lightroom 4	24	65	100
Introduction to Lightroom 5	24	65	100
Mastering Your Digital SLR Camera	24	65	100
Photographing Nature with Your Digital Camera	24	65	100
Photoshop CC for the Digital Photographer	24	65	100
Photoshop CS6 for the Digital Photographer	24	65	100
Photoshop CS6 for the Digital Photographer II	24	65	100
Photoshop Elements 10 for the Digital Photographer	24	65	100
Photoshop Elements 11 for the Digital Photographer	24	65	100
Photoshop Elements 11 for the Digital Photographer II	24	65	100
Photoshop Elements 12 for the Digital Photographer	24	65	100
Photoshop Elements 9 for the Digital Photographer	24	65	100
Photoshop Elements 9 for the Digital Photographer II	24	65	100
Graphic Design	Hours	Cost	SRP
Photoshop CS6 for the Digital Photographer	24	65	100
Advanced Web Pages	24	65	100
Creating Web Pages	24	65	100
Designing Effective Websites	24	65	100
How to Get Started in Game Development	24	65	100
Intermediate InDesign CS5	24	65	100
Intermediate Photoshop CS5	24	65	100
Intermediate Photoshop CS6	24	65	100
Introduction to Adobe Edge Animate	24	65	100
Introduction to CorelDRAW X5	24	65	100
Introduction to Illustrator CS5	24	65	100
Introduction to Illustrator CS6	24	65	100
Introduction to InDesign CS5	24	65	100
Introduction to InDesign C56	24	65	100
Introduction to Photoshop CS5	24	65	100
Introduction to Photoshop CS6	24	65	100
Photoshop CC for the Digital Photographer	24	65	100
Photoshop CS6 for the Digital Photographer	24	65	100
Photoshop CS6 for the Digital Photographer II	24	65	100
Photoshop Elements 10 for the Digital Photographer	24	65	100
Photoshop Elements 10 for the Digital Photographer II	24	65	100
Photoshop Elements 11 for the Digital Photographer	24	65	100
Photoshop Elements 11 for the Digital Photographer II	24	65	100
Photoshop Elements 12 for the Digital Photographer	24	65	100
Photoshop Elements 9 for the Digital Photographer	24	65	100
Photoshop Elements 9 for the Digital Photographer II	24	65	100
Multimedia	Hours	Cost	SRP
Intermediate Flash CS5	24	65	100
Introduction to Adobe Edge Animate	24	65	100
Introduction to Final Cut Pro X	24	65	100
Introduction to Flash CS5	24	65	100
Introduction to Flash CS6	24	65	100
introduction to Flash Coo	24	03	100



Advanced Web Pages	Web Design	Hours	Cost	SRP
Creating JOuery Mobile Websites With Dreamweaver 24 65 Creating WordPress Websites 24 65 Creating WordPress Websites 24 65 Designing Effective Websites 24 65 Intermediate CSS and XHTML 24 65 Intermediate Dreamweaver CS5 24 65 Intermediate Dreamweaver CS6 24 65 Introduction to Adobe Edge Animate 24 65 Introduction to Adobe Edge Animate 24 65 Introduction to Dreamweaver CS6 24 65 Introduction to Dreamweaver CS6 24 65 Introduction to Dreamweaver CS6 24 65 Introduction to Flash CS5 24 65 Introduction to Flash CS6 24 65 Introduction to Flash CS6 24 65 Introduction to Flash CS6 24 65 Introduction to JavaScript 4 65 HEALTH CARE AND MEDICAL Alternative Medicine 28 160 Certificate in Holistic and Integrative Health: Foundations 2 <t< td=""><td>Advanced CSS3 and HTML5</td><td>24</td><td>65</td><td>100</td></t<>	Advanced CSS3 and HTML5	24	65	100
Creating Web Pages 24 65 1 Creating WordPress Websites 24 65 1 Creating WordPress Websites 24 65 Intermediate CSS and XHTML 24 65 Intermediate CSS and XHTML 24 65 Intermediate Dreamweaver CSS 24 65 Intermediate Dreamweaver CSS 24 65 Intermediate Dreamweaver CSS 24 65 Introduction to Adobe Edge Animate 24 65 Introduction to CSS and XHTML 24 65 Introduction to DSS and XHTML 24 65 Introduction to CSS and XHTML 24 65 Introduction to DSS and XHTML 24 65 Int				100
Creating WordPress Websites II 24 65 Designing Effective Websites 24 65 Designing Effective Websites 24 65 Intermediate CSS and XHTML 24 65 Intermediate Dreamweaver CSS 24 65 Introduction to Adobe Edge Animate 24 65 Introduction to CSS and XHTML 24 65 Introduction to Dreamweaver CSS 24 65 Introduction to Dreamweaver CSS 24 65 Introduction to Plash CSS 24 65 Introduction to Marcia Health Essemblian CSS 19 85				100
Creating WordPress Webstes II 24 65 1 Designing Effective Webstes 24 65 1 Intermediate CSS and XHTML 24 65 1 Intermediate Dreamweaver CSS 24 65 1 Intermediate Dreamweaver CSS 24 65 1 Introduction to Adobe Edge Animate 24 65 1 Introduction to Adobe Edge Animate 24 65 1 Introduction to Dreamweaver CSS 24 65 1 Introduction to Plash CSS 24 65 1 Introduction to Plash CSS 24 65 1 Introduction to Plash CSG 24 65 1 Certificate in Holistic and Integrative Health: Founda				100
Designing Effective Websites 24 65 Intermediate CSS and XHTML 24 65 Intermediate Dreamweaver CSS 24 65 Intermediate Dreamweaver CSS 24 65 Intermediate Dreamweaver CSS 24 65 Introduction to CSB and XHTML 24 65 Introduction to Dreamweaver CSS 24 65 Introduction to Dreamweaver CSS 24 65 Introduction to Dreamweaver CSS 24 65 Introduction to Plash CSS 24 65 Introduction to Plash CSS 24 65 Introduction to JavaScript 24 65 HEALTH CARE AND MEDICAL Atternative Medicine 28 160 Certificate in Complementary and Alternative Medicine 28 160 Certificate in Holistic and Integrative Health: Foundations 1 20 90 Certificate in Holistic and Integrative Health: Foundations 2 19 85 Certificate in Holistic and Integrative Health: Foundations 3 11 35 Certificate in Holistic and Integrative Health: Foundations 3	Creating WordPress Websites	. 24		100
Intermediate CSS and XHTML	Creating WordPress Websites II	24	65	100
Intermediate Dreamweaver CSS	Designing Effective Websites	24	65	100
Intermediate Dreamweaver CS6	Intermediate CSS and XHTML	24	65	100
Intermediate Flash CSS	Intermediate Dreamweaver CS5	24	65	100
Introduction to Adobe Edge Animate	Intermediate Dreamweaver CS6	24	65	100
Introduction to CSS and XHTML	Intermediate Flash CS5	24	65	100
Introduction to CSS and XHTML	Introduction to Adobe Edge Animate	24	65	100
Introduction to Dreamweaver CSS		24	65	100
Introduction to Dramweaver CS6		24	65	10
Introduction to Flash CS5		24	65	100
Introduction to Flash CS6 Introduction to JavaScript 24 65 Introduction to JavaScript 25 160 Introduction to JavaScript 28 160 24 160 225				100
Introduction to JavaScript AIternative Medicine AIternative Medicine Certificate in Complementary and Alternative Medicine Certificate in Holistic and Integrative Health 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 2 19 85 Certificate in Holistic and Integrative Health: Foundations 3 11 35 Certificate in Dptimal Healing Environments 16 75 Certificate in Spirituality, Health, and Healing 25 160 Introduction to Natural Health and Healing Ancillary Hours Cost Become a Physical Therapy Aide Become a Physical Therapy Aide Become an Optical Assistant (US) Explore a Career as a Pharmacy Technician Explore a Career as a Pharmacy Technician Explore a Career as a Administrative Medical Assistant 24 65 Explore a Career in Administrative Medical Assistant 24 65 Explore a Career in Medical Coding (US) 24 65 Explore a Career in Medical Transcription 24 65 Explore a Career in Medical Writing 124 65 Human Anatomy and Physiology II Human Anatomy and Physiology II Medical Math Medical Terminology: A Word Association Approach EMS and Firefighters Hours Certificate In Legal and Ethical Issues In Nursing HIPAA Compliance Certificate In Legal and Ethical Issues In Nursing HIPAA Compliance 24 65 Ectificate In Legal and Ethical Issues In Nursing				10
Alternative Medicine Alternative Medicine Certificate in Complementary and Alternative Medicine Certificate in Hollistic and Integrative Health Certificate in Hollistic and Integrative Health: Foundations 1 Certificate in Hollistic and Integrative Health: Foundations 2 Certificate in Hollistic and Integrative Health: Foundations 2 Certificate in Hollistic and Integrative Health: Foundations 3 11 35 Certificate in Spirituality, Health, and Healing 11 35 Certificate in Spirituality, Health, and Healing 12 4 65 Certificate in Spirituality, Health, and Healing 12 4 65 Certificate in Spirituality, Health, and Healing 12 4 65 Ancillary Become a Physical Therapy Aide 24 65 Explore a Career as An Administrative Medical Assistant 24 65 Explore a Career as a Pharmacy Technician 24 65 Explore a Career in A Bentral Office (US) 24 65 Explore a Career in A Bentral Office (US) 24 65 Explore a Career in Medical Transcription 24 65 Explore a Career in Medical Writing 24 65 Human Anatomy and Physiology II 24 65 Human Anatomy and Physiology II 24 65 Medical Math Medical Terminology: A Word Association Approach 24 65 EMS and Firefighters Hours Cost 5 EMS and Firefighters Hours Cost 5 Explore Certificate in Legal and Ethical Issues in Nursing 13 130 LIPPAA Compliance 24 65 Ecrtificate in Legal and Ethical Issues in Nursing 12 4 65 Ecrtificate in Legal and Ethical Issues in Nursing 12 65				10
Alternative MedicineHoursCostCertificate in Complementary and Alternative Medicine28160Certificate in Holistic and Integrative Health50225Certificate in Holistic and Integrative Health: Foundations 12090Certificate in Holistic and Integrative Health: Foundations 21985Certificate in Holistic and Integrative Health: Foundations 31135Certificate in Optimal Healing Environments1675Certificate in Spirituality, Health, and Healing25160160Introduction to Natural Health and Healing2465Become a Physical Therapy Alde2465Become an Optical Assistant (US)2465Explore a Career as a Pharmacy Technician2465Explore a Career as an Administrative Medical Assistant2465Explore a Career in A Dental Office (US)2465Explore a Career in Medical Coding (US)2465Explore a Career in Medical Transcription2465Explore a Career in Medical Writing2465Human Anatomy and Physiology II2465Human Anatomy and Physiology II2465Medical Terminology: A Word Association Approach2465EMS and FirefightersHoursCostEMS and FirefightersHoursCostEMS and Entregracies2465Ethics, Law, and Compliance2465		27	03	100
Certificate in Complementary and Alternative Medicine28160Certificate in Holistic and Integrative Health50225Certificate in Holistic and Integrative Health: Foundations 12090Certificate in Holistic and Integrative Health: Foundations 21985Certificate in Optimal Healing Environments1675Certificate in Spirituality, Health, and Healing251602Introduction to Natural Health and Healing2465Become a Physical Therapy Aide2465Become an Optical Assistant (US)2465Explore a Career as a Pharmacy Technician2465Explore a Career as a Pharmacy Technician2465Explore a Career in a Dental Office (US)2465Explore a Career in Medical Coding (US)2465Explore a Career in Medical Transcription2465Explore a Career in Medical Writing2465Handling Medical Emergencies2465Human Anatomy and Physiology II2465Medical Math2465Medical Terminology: A Word Association Approach2465Ethics, Law, and ComplianceHoursCostCertificate in Legal and Ethical Issues in Nursing23130HIPAA Compliance2465	HEALTH CARE AND MEDICAL			
Certificate in Hollistic and Integrative Health: 50 225 25 25 26 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 90 1 20 10 1 35 2 20 1 2 20 1 20 1 2 1 35 1 3 3 1 35 1 35 1 3 2 1 65 2 1 1 35 1 1 3 4 65 1 1 3 4 65 2 2 4 65 2 2 4 65 2 2 2 4 65				SRI
Certificate in Holistic and Integrative Health: Foundations 12090Certificate in Holistic and Integrative Health: Foundations 21985Certificate in Holistic and Integrative Health: Foundations 31135Certificate in Optimal Healing Environments1675Certificate in Spirituality, Health, and Healing251602Introduction to Natural Health and Healing2465AncillaryHoursCost5Become a Physical Therapy Aide2465Become an Optical Assistant (US)2465Explore a Career as an Administrative Medical Assistant2465Explore a Career in a Dental Office (US)2465Explore a Career in Medical Coding (US)2465Explore a Career in Medical Transcription2465Explore a Career in Medical Writing2465Human Anatomy and Physiology II2465Human Anatomy and Physiology II2465Hedical Math2465Medical Terminology: A Word Association Approach2465EMS and FirefightersHoursCost5Handling Medical Emergencies2465Ethics, Law, and Compliance4655Ethics Law, and Compliance4655Ethicate in Legal and Ethical Issues in Nursing23130HIPAA Compliance2465				21
Certificate in Holistic and Integrative Health: Foundations 21985Certificate in Holistic and Integrative Health: Foundations 31135Certificate in Optimal Healing Environments1675Certificate in Spirituality, Health, and Healing2516075Introduction to Natural Health and Healing246575AncillaryHoursCost\$Become a Physical Therapy Aide246586Become an Optical Assistant (US)246586Explore a Career as a Pharmacy Technician246586Explore a Career as a Pharmacy Technician246586Explore a Career in Addical Goding (US)246586Explore a Career in Medical Transcription246586Explore a Career in Medical Writing246586Human Anatomy and Physiology II246586Human Anatomy and Physiology II246586Medical Terminology: A Word Association Approach2465EMS and FirefightersHoursCost86EMS and FirefightersHoursCost86Ethics, Law, and ComplianceHoursCost86Ethics Law, and ComplianceHoursCost86Ecrtificate in Legal and Ethical Issues in Nursing23130HIPAA Compliance2465				35
Certificate in Holistic and Integrative Health: Foundations 3 Certificate in Optimal Healing Environments 16 75 Certificate in Spirituality, Health, and Healing 15 160 Introduction to Natural Health and Healing 25 160 Introduction to Natural Health and Healing 26 165 Ancillary Hours Cost 27 65 Become a Physical Therapy Aide Become an Optical Assistant (US) Explore a Career as a Pharmacy Technician Explore a Career as a Pharmacy Technician Explore a Career as an Administrative Medical Assistant Explore a Career in Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription 24 65 Explore a Career in Medical Writing 24 65 Handling Medical Emergencies 24 65 Human Anatomy and Physiology II Medical Math Medical Terminology: A Word Association Approach EMS and Firefighters Hours Cost Ethics, Law, and Compliance Hours Cost Ethics, Law, and Compliance Hours Cost HUPAA Compliance Hours Cost ETHICA Compliance Hours Cost Certificate in Legal and Ethical Issues in Nursing HIPAA Compliance 23 130 HIPAA Compliance 24 65		— ·		12
Certificate in Optimal Healing Environments1675Certificate in Spirituality, Health, and Healing251602Introduction to Natural Health and Healing24653AncillaryHoursCost3Become a Physical Therapy Aide24653Become an Optical Assistant (US)24653Explore a Career as a Pharmacy Technician24653Explore a Career in a Pental Office (US)24653Explore a Career in Medical Coding (US)24653Explore a Career in Medical Transcription24653Explore a Career in Medical Writing24653Human Anatomy and Physiology24653Human Anatomy and Physiology II24653Medical Math24653Medical Terminology: A Word Association Approach2465EMS and FirefightersHoursCost3Handling Medical Emergencies2465Handling Medical Emergencies2465Ethics, Law, and ComplianceHoursCost3Certificate in Legal and Ethical Issues in Nursing23130HIPAA Compliance2465				11
Certificate in Spirituality, Health, and Healing Ancillary Become a Physical Therapy Aide Become an Optical Assistant (US) Explore a Career as a Pharmacy Technician Explore a Career in a Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Writing Explore a Career in Medical Writing Explore a Career in Medical Emergencies Human Anatomy and Physiology II Medical Terminology: A Word Association Approach EMS and Firefighters Hours Ethics, Law, and Compliance Certificate in Legal and Ethical Issues in Nursing HIPAA Compliance Ross Ross Legal 65 Legal	Certificate in Holistic and Integrative Health: Foundations 3			66
Introduction to Natural Health and Healing Ancillary Become a Physical Therapy Aide Become an Optical Assistant (US) Explore a Career as a Pharmacy Technician Explore a Career as an Administrative Medical Assistant Explore a Career in a Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Writing Explore a Career in Medical Writing Handling Medical Emergencies Human Anatomy and Physiology II Medical Math Medical Terminology: A Word Association Approach EMS and Firefighters Hours Ethics, Law, and Compliance Certificate in Legal and Ethical Issues in Nursing HIPAA Compliance Add 65 Cost Eds Cost Cost Certificate in Legal and Ethical Issues in Nursing Anatomy and Eds Cost Certificate in Legal and Ethical Issues in Nursing Anatomy and Eds Cost Certificate in Legal and Ethical Issues in Nursing Anatomy and Eds Cost Certificate in Legal and Ethical Issues in Nursing Anatomy and Eds Cost Certificate in Legal and Ethical Issues in Nursing Anatomy and Eds Cost Certificate in Legal and Ethical Issues in Nursing Anatomy and Eds Cost Certificate in Legal and Ethical Issues in Nursing Cost Certificate in Legal and Ethical Issues in Nursing Cost Certificate in Legal and Ethical Issues in Nursing	Certificate in Optimal Healing Environments		75	96
AncillaryHoursCostBecome a Physical Therapy Aide2465Become an Optical Assistant (US)2465Explore a Career as a Pharmacy Technician2465Explore a Career as an Administrative Medical Assistant2465Explore a Career in a Dental Office (US)2465Explore a Career in Medical Coding (US)2465Explore a Career in Medical Transcription2465Explore a Career in Medical Writing2465Handling Medical Emergencies2465Human Anatomy and Physiology2465Human Anatomy and Physiology II2465Medical Math2465Medical Terminology: A Word Association Approach2465EMS and FirefightersHoursCost5Handling Medical Emergencies2465Ethics, Law, and ComplianceHoursCost5Certificate in Legal and Ethical Issues in Nursing23130HIPAA Compliance2465	Certificate in Spirituality, Health, and Healing	25	160	210
Become a Physical Therapy Aide Become an Optical Assistant (US) Explore a Career as a Pharmacy Technician Explore a Career as an Administrative Medical Assistant Explore a Career in a Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Writing Explore a Career in Medical Explore in Medical Writing Explore a Career in Medical Explore in Medical Writing Explore a Career in Medical Writing Explore a Career in Medical Explore in Medical Writing Explore a Career in Medical Explore in Medical Writing Explore a Career in Medical Explore in Medical Writing Explore a Career in Medical Explore in Medical Writing Explore a Career in Med	Introduction to Natural Health and Healing	24	65	100
Become an Optical Assistant (US) Explore a Career as a Pharmacy Technician Explore a Career as an Administrative Medical Assistant Explore a Career in a Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Transcription Explore a Career in Medical Writing Handling Medical Emergencies Human Anatomy and Physiology Human Anatomy and Physiology Human Anatomy and Physiology II Medical Math Medical Terminology: A Word Association Approach EMS and Firefighters Hours EMS and Firefighters Hours Cost Ethics, Law, and Compliance Certificate in Legal and Ethical Issues in Nursing HIPAA Compliance	Ancillary	Hours	Cost	SRI
Explore a Career as a Pharmacy Technician Explore a Career as an Administrative Medical Assistant Explore a Career in a Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Writing Explore a Career in Medical Franscription Explore a Career in Medical Writing Explore a Career in Medical Franscription Explore a	Become a Physical Therapy Aide	24	65	100
Explore a Career as an Administrative Medical Assistant Explore a Career in a Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Transcription Explore a Career in Medical Transcription Explore a Career in Medical Emergencles Explore a Career in Medical Emergencles Human Anatomy and Physiology 24 65 Human Anatomy and Physiology Human Anatomy and Physiology II EMS and Firefighters EMS and Firefighters Hours Cost Ethics, Law, and Compliance Certificate in Legal and Ethical Issues in Nursing HIPAA Compliance 24 65 Explore a Career in Medical Coding (US) 24 65 Explore a Career in Medical Transcription 24 65 Explore a Career in Medical Transcription 24 65 Explore a Career in Medical Emergencles A 65 Explore a Career in Medical Coding (US) 24 65 Explore a Career in Medical Transcription 25 65 Explore a Career in Medical Transcription 26 65 Explore a Career in Medical Transcription 27 65 Explore a Career in Medical Transcription 28 65 Explore a Career in Medical Transcription 29 65	Become an Optical Assistant (US)	24	65	100
Explore a Career in a Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Writing Explore a Career in Medical From Medical	Explore a Career as a Pharmacy Technician	24	65	100
Explore a Career in a Dental Office (US) Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Transcription Explore a Career in Medical Transcription Explore a Career in Medical Emergencies Explore a Career in Medical Emergencies Handling Medical Emergencies Human Anatomy and Physiology EMEDICAL Medical Math EMEDICAL Medical Math EMEDICAL Medical Terminology: A Word Association Approach EMS and Firefighters Hours EMS and Firefighters Hours Cost Ethics, Law, and Compliance Entiricate in Legal and Ethical Issues in Nursing HIPAA Compliance EMS and Firefighters A 65 Ethics A 24 Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription 24 Explore a Career in Medical Transcription 25 Explore a Career in Medical Transcription 26 Explore a Career in Medical Transcription 27 Explore a Career in Medical Transcription 28 Explore a Career in Medical Transcription 29 Explore a Career in Medical Transcription 20 Explore a Career in Medical Transcription 21 Explore a Career in Medical Emergencies 22 Explore a Career in Medical Transcription 24 Explore a Career in Medical Transcription 25 EMS a Career in Medical Transcription 26 EMS a Career in Medical Transcrip	Explore a Career as an Administrative Medical Assistant	24	65	10
Explore a Career in Medical Coding (US) Explore a Career in Medical Transcription Explore a Career in Medical Writing Explore a Career in Medical From		24	65	10
Explore a Career in Medical Transcription 24 65 Explore a Career in Medical Writing 24 65 Handling Medical Emergencies 24 65 Human Anatomy and Physiology 32 65 Human Anatomy and Physiology 11 24 65 Medical Math 24 65 Medical Terminology: A Word Association Approach 24 65 EMS and Firefighters 465 Handling Medical Emergencies 24 65 Ethics, Law, and Compliance Cost 9 Certificate in Legal and Ethical Issues in Nursing 23 130 HIPAA Compliance 24 65		24	65	10
Explore a Career in Medical Writing Handling Medical Emergencies Human Anatomy and Physiology Human Anatomy and Physiology II Medical Math Medical Terminology: A Word Association Approach EMS and Firefighters Hours EMS and Firefighters Hours Cost Ethics, Law, and Compliance Certificate in Legal and Ethical Issues in Nursing HIPAA Compliance 24 65 Hours Cost 130 HIPAA Compliance 24 65		24	65	10
Handling Medical Emergencies 24 65 Human Anatomy and Physiology 24 65 Human Anatomy and Physiology 11 24 65 Medical Math 24 65 Medical Terminology: A Word Association Approach 24 65 EMS and Firefighters Post 24 65 Handling Medical Emergencies 24 65 Ethics, Law, and Compliance Post 25 Certificate in Legal and Ethical Issues in Nursing 23 130 HIPAA Compliance 24 65		24	65	10
Human Anatomy and Physiology 124 65 Human Anatomy and Physiology 11 24 65 Medical Math 24 65 Medical Terminology: A Word Association Approach 24 65 EMS and Firefighters Pours Cost 24 65 Handling Medical Emergencies 24 65 Ethics, Law, and Compliance Hours Cost 25 Certificate in Legal and Ethical Issues in Nursing 23 130 HIPAA Compliance 24 65				10
Human Anatomy and Physiology II 24 65 Medical Math 24 65 Medical Math 24 65 Medical Terminology: A Word Association Approach 24 65				10
Medical Math Medical Terminology: A Word Association Approach24 6565EMS and FirefightersHoursCostHandling Medical Emergencies24 6565Ethics, Law, and ComplianceHoursCostCertificate in Legal and Ethical Issues in Nursing HIPAA Compliance23 24 65130 65				10
Medical Terminology: A Word Association Approach2465EMS and FirefightersHoursCost9Handling Medical Emergencies2465Ethics, Law, and ComplianceHoursCost9Certificate in Legal and Ethical Issues in Nursing23130HIPAA Compliance2465				10
Handling Medical Emergencies 24 65 Ethics, Law, and Compliance Hours Cost 25 Certificate In Legal and Ethical Issues in Nursing 23 130 HIPAA Compliance 24 65				10
Handling Medical Emergencies 24 65 Ethics, Law, and Compliance Hours Cost 25 Certificate In Legal and Ethical Issues in Nursing 23 130 HIPAA Compliance 24 65	EMS and Firefighters	Hours	Cost	SR
Certificate in Legal and Ethical Issues in Nursing 23 130 HIPAA Compliance 24 65		24	65	10
Certificate in Legal and Ethical issues in Nursing 23 130 HIPAA Compliance 24 65	Ethics, Law, and Compliance	Hours	Cost	SR
HIPAA Compliance 24 65		23		17
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Health Care Certificate	Hours	Cost	SRP
Certificate in Complementary and Alternative Medicine	28	160	210
Certificate in End of Life Care	18	78	108
Certificate in Food, Nutrition, and Health	16	65	96
Certificate in Gerontology	44	150	205
Certificate in Healthy Aging	10	35	65
Certificate in Holistic and Integrative Health	50	225	350
Certificate In Holistic and Integrative Health: Foundations 1	20	90	120
Certificate in Holistic and Integrative Health: Foundations 2	19	85	115
Certificate in Hollstic and Integrative Health: Foundations 3	11	35	66
Certificate in Integrative Mental Health	19	95	135
Certificate In Legal and Ethical Issues in Nursing	23	130	170
Certificate in Meditation	8	48	68
Certificate in Optimal Healing Environments	16	75	96
Certificate in Pain Assessment and Management	24	130	170
Certificate in Perinatal Issues	20	90	120
Certificate In Spirituality, Health, and Healing	25	160	210
Health Information Management	Hours	Cost	SRP
Explore a Career as a Pharmacy Technician	24	65	100
Explore a Career as an Administrative Medical Assistant	. 24	65	100
Explore a Career in a Dental Office (US)	24	65	100
Explore a Career in Medical Coding (US)	24	65	100
Explore a Career in Medical Transcription	24	65	100
Explore a Career in Medical Writing	24	65	100
Human Anatomy and Physiology	24	65	100
Human Anatomy and Physiology II	24	65	100
Introduction to Biology	24	65	100
Medical Terminology: A Word Association Approach	24	65	100
Spanish for Medical Professionals	24	65	100
Veterinary	Hours	Cost	SRP
Become a Veterinary Assistant	24	65	100
Become a Veterinary Assistant II: Canine Reproduction	24	65	100
Become a Veterinary Assistant III: Practical Skills	24	65	100
Start a Pet Sitting Business	24	65	100
LANGUAGE AND ARTS			
Arts	Hours	Cost	SRP
Drawing for the Absolute Beginner	24	65	100
Introduction to Guitar	24	65	100
Introduction to Interior Design	24	65	100
Music Made Easy	24	65	100
Pleasures of Poetry	24	65	100
Start Your Own Arts and Crafts Business (US)	24	65	100



Creative Writing	Hours	Cost	SRF
Advanced Fiction Writing	24	65	100
Beginning Writer's Workshop	24	65	100
Breaking Into Sitcom Writing	24	65	100
Creating K-12 Learning Materials	24	65	100
ntroduction to Journaling	24	65	100
ntroduction to Screenwriting	24	65	100
Mystery Writing	24	65	100
Pleasures of Poetry	24	65	10
Research Methods for Writers	24	65	10
The Craft of Magazine Writing	. 24	65	10
The Keys to Effective Editing (US)	24	65	10
Fravel Writing	24	65	10
Write and Publish Your Nonfiction Book	24	65	10
Write Fiction Like a Pro	24	65	10
Write Your Life Story	24	65	10
Writeriffic: Creativity Training for Writers	24	65	10
	24	65	10
Writing Essentials	24	65	10
Writing for Children			
Writing for ESL	24	65	10
Writing Young Adult Fiction	24	65	10
Digital Photography	Hours	Cost	SR
Discover Digital Photography	24	65	10
ntermediate Photoshop CS5	24	65	10
ntermediate Photoshop CS6	24	65	10
ntroduction to Digital Scrapbooking	24	65	10
ntroduction to Lightroom 5	24	65	10
ntroduction to Photoshop CS5	24	65	10
ntroduction to Photoshop CS6	24	65	10
Mastering Your Digital SLR Camera	24	65	10
Photographing Nature with Your Digital Camera	24	65	10
Photographing People With Your Digital Camera	24	65	10
Photoshop CC for the Digital Photographer	24	65	10
Photoshop CS5 for the Digital Photographer	24	65	10
Photoshop CS5 for the Digital Photographer II	24	65	10
Photoshop CS6 for the Digital Photographer	24	65	10
Photoshop CS6 for the Digital Photographer II	24	65	10
Photoshop Elements 10 for the Digital Photographer	24	65	10
	24	65	10
Photoshop Elements 10 for the Digital Photographer II			
Photoshop Elements 11 for the Digital Photographer	24	65 CF	10
Photoshop Elements 11 for the Digital Photographer II	24	65	10
Photoshop Elements 12 for the Digital Photographer	24	65	10
Photoshop Elements 9 for the Digital Photographer	24	65	10
Photoshop Elements 9 for the Digital Photographer II	24	65	10
	7.4	65	10
Secrets of Better Photography Travel Photography for the Digital Photographer	24 24	65	10



Graphic and Multimedia Design	Hours	Cost	SRP
Introduction to Final Cut Pro X	24	65	100
Introduction to Flash CS5	24	65	100
Introduction to Flash CS6	24	65	100
Introduction to Illustrator CS5	24	65	100
Introduction to Illustrator CS6	24	65	100
Introduction to InDesign CS6	24 24	65 65	100 100
Introduction to Lightroom 5 Photoshop CC for the Digital Photographer	24	65 65	100
Photoshop Elements 11 for the Digital Photographer	24	65	100
Photoshop Elements 11 for the Digital Photographer II	24	65	100
Photoshop Elements 12 for the Digital Photographer	24	65	100
Languages	Hours	Cost	SRP
An Introduction to Teaching ESL/EFL	24	65	100
Beginning Conversational French	24	65	100
Conversational Japanese	24	65	100
Easy English 1	24	65	100
Easy English 2	24	65	100
Easy English 3	24	65 65	100
Enhancing Language Development in Childhood Grammar for ESL (US)	24 24	65 65	100 100
Instant Italian	24	65	100
Practical Ideas for the Adult ESL/EFL Classroom	24	65	100
Spanish for Law Enforcement	24	65	100
Spanish for Medical Professionals	24	65	100
Spanish in the Classroom	24	65	100
Speed Spanish	24	65	100
Speed Spanish II	24	65	100
Speed Spanish III	24	65	100
Teaching ESL/EFL Grammar	24	65	100
Teaching ESL/EFL Reading	24	65	100
Teaching ESL/EFL Vocabulary	24	65	100
Writing for ESL	24	65	100
Publishing	Hours	Cost	SRP
Beginner's Guide to Getting Published (US)	24	65	100
Introduction to Internet Writing Markets	24	65	100
Publish and Sell Your E-Books	24	65	100
The Craft of Magazine Writing	24	65	100
Writing and Selling Self-Help Books	24	65	100
LAW AND LEGAL			
Business and Corporate	Hours	Cost	SRP
Employment Law Fundamentals (US)	24	65	100
			100
Workers' Compensation (US)	24	65	100
Workers' Compensation (US) Criminal Law		65 Cost	SRP
•	24		
Criminal Law	24 Hours	Cost	SRP
Criminal Law Introduction to Criminal Law (US) General Law	24 Hours 24 Hours	Cost 65 Cost	SRP 100 SRP
Criminal Law Introduction to Criminal Law (US)	24 Hours 24	Cost 65	SRP 100
Criminal Law Introduction to Criminal Law (US) General Law Legal Nurse Consulting (US)	Hours 24 Hours 24 Hours 24 24	Cost 65 Cost 65	SRP 100 SRP 100
Criminal Law Introduction to Criminal Law (US) General Law Legal Nurse Consulting (US) Real Estate Law (US) Litigation	24 Hours 24 Hours 24 24 24 24	Cost 65 65 65	SRP 100 SRP 100 100
Criminal Law Introduction to Criminal Law (US) General Law Legal Nurse Consulting (US) Real Estate Law (US) Litigation LSAT Preparation	24 Hours 24 Hours 24 24 24 Hours Hours	Cost 65 Cost 65 65 Cost Cost	SRP 100 SRP 100 100 SRP SRP
Criminal Law Introduction to Criminal Law (US) General Law Legal Nurse Consulting (US) Real Estate Law (US) Litigation	Hours 24 Hours 24 24 24 24 Hours	Cost 65 65 Cost Cost	SRP 100 SRP 100 100 SRP
Criminal Law Introduction to Criminal Law (US) General Law Legal Nurse Consulting (US) Real Estate Law (US) Litigation LSAT Preparation LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US)	Hours 24 Hours 24 Hours 24 24 24 Hours Hours	Cost 65 Cost Cost Cost Cost Cost Cost Cost Cost	SRP 100 SRP 100 100 SRP SRP
Criminal Law Introduction to Criminal Law (US) General Law Legal Nurse Consulting (US) Real Estate Law (US) Litigation LSAT Preparation LSAT Preparation - Part 1 (US)	Hours 24 Hours 24 Hours 24 24 Hours 24 24 4 4 4 24 24	Cost 65 65 Cost Cost 65 65 65	SRP 100 SRP 100 100 SRP SRP 100 100



PERSONAL DEVELOPMENT

Arts	Hours	Cost	SRP
Drawing for the Absolute Beginner	24	65	100
How to Get Started in Game Development	24	65	100
Introduction to Digital Scrapbooking	24	65	100
Introduction to Guitar	24	65	100
Music Made Easy	24	65	100
Pleasures of Poetry	24	65	100
Start Your Own Arts and Crafts Business (US)	24	65	100
Children, Parents, and Family	Hours	Cost	SRP
Assisting Aging Parents (US)	24	65	100
Common Core Standards for English Language Arts K-5 (US)	24	65	100
Discover Digital Photography	24	65	100
Empowering Students With Disabilities	24	65	100
Enhancing Language Development in Childhood	24	65	100
Genealogy Basics (US)	24	65	100
Handling Medical Emergencies	24	65	100
Homeschool With Success (US)	24	65	100
Introduction To Statistics	24	65	100
Luscious, Low-Fat, Lightning-Quick Meals	24	65	100
Managing Life as a Single Parent	24	65	100
Marriage and Relationships: Keys to Success	24	65	100
Mastering Your Digital SLR Camera	24	65	100
Math Refresher	24	65	100
Navigating Divorce	24	65	100
Photographing People With Your Digital Camera	24	65	100
Ready, Set, Read!	24	65	100
Response to Intervention: Reading Strategies That Work	24	65	100
Secrets of Better Photography	24	65	100
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9	24	65	100
Singapore Math Strategies: Model Drawing for Grades 1-6	24	65	100
Singapore Math: Number Sense and Computational Strategies	24	65	100
Teaching Preschool: A Year of Inspiring Lessons	24	65	100
Teaching Students With Learning Disabilities	24	65	100
Teaching Writing: Grades K-3	24	65	100
Understanding Adolescents	24	65	100
Write Your Life Story	24	65	100



Digital Photography	Hours	Cost	SRP
Discover Digital Photography	24	65	100
ntermediate Photoshop CS5	24	65	100
ntermediate Photoshop CS6	24	65	100
ntroduction to Digital Scrapbooking	24	65	100
ntroduction to Lightroom 4	24	65	100
ntroduction to Photoshop CS5	24	65	100
ntroduction to Photoshop CS6	24	65	100
Mastering Your Digital SLR Camera	24	65	100
Photographing Nature with Your Digital Camera	24	65	100
Photographing People With Your Digital Camera	24	65	100
Photoshop CC for the Digital Photographer	24	65	100
Photoshop CS5 for the Digital Photographer	24	65	100
Photoshop CS5 for the Digital Photographer II	24	65	100
Photoshop CS6 for the Digital Photographer	24	65	100
Photoshop CS6 for the Digital Photographer II	24	65	100
Photoshop Elements 10 for the Digital Photographer	24	65	10
Photoshop Elements 10 for the Digital Photographer II	24	65	100
Photoshop Elements 11 for the Digital Photographer	24	65	100
Photoshop Elements 11 for the Digital Photographer II	24	65	100
Photoshop Elements 9 for the Digital Photographer	24	65	100
Secrets of Better Photography	24	65	100
Fravel Photography for the Digital Photographer	24	65	100
Health and Wellness	Hours	Cost	SRF
landling Medical Emergencies	24	65	100
lappy and Healthy Pregnancy	24	65	100
luman Anatomy and Physiology	24	65	100
Human Anatomy and Physiology II	24	65	10
ntroduction to Biology	24	65	10
ntroduction to Chemistry	24	65	10
ntroduction to Natural Health and Healing	24	65	10
ose Weight and Keep It Off	24	65	10
uscious, Low-Fat, Lightning-Quick Meals	24	65	10
Medical Math	24	65	10
Start Your Own Edible Garden	24	65	10
lob Search	Hours	Cost	SR
isten To Your Heart, and Success Will Follow	24	65	10
isten to tour neart, and success will rollow			
Resume Writing Workshop	24	65	10



Languages	Hours	Cost	SRP
Beginning Conversational French	24	65	100
Conversational Japanese	-24	65	100
Easy English 1	24	65	100
Easy English 2	24	65	100
Easy English 3	24	65	100
Grammar for ESL (US)	24	65	100
Grammar Refresher (US)	24	65	100
Instant Italian	24	65	100
Practical Ideas for the Adult ESL/EFL Classroom	24	65	100
Spanish for Law Enforcement	24	65	100
Spanish for Medical Professionals	24	65	100
Spanish in the Classroom	24	65	100
Speed Spanish	24	65	100
Speed Spanish II	24	65	100
Speed Spanish III	24	65	100
Writing for ESL	24	65	100



Personal Enrichment	Hours	Cost	SRI
schieving Success with Difficult People	24	65	100
ssisting Aging Parents (US)	24	65	100
Prawing for the Absolute Beginner	24	65	10
Genealogy Basics (US)	24	65	10
Get Assertive!	24	65	10
Set Funny!	24	65	10
Grammar Refresher (US)	24	65	10
landling Medical Emergencies	24	65	10
Jappy and Healthy Pregnancy	24	65	10
Iomeschool With Success (US)	24	65	10
low to Get Started in Game Development	24	65	10
low to Make Money From Your Writing	24	65	10
Human Anatomy and Physiology	24	65	10
luman Anatomy and Physiology II	24	65	10
ndividual Excellence	24	65	10
nterpersonal Communication	24	65	10
ntroduction to Algebra	24	65	10
ntroduction to Algebia ntroduction to Biology	24	65	10
ntroduction to Blology ntroduction to Chemistry	24	65	10
ntroduction to Chemistry ntroduction to Guitar	24	65	10
	24	65	10
ntroduction to Interior Design			
ntroduction to Journaling	24	65	10
ntroduction to Lightroom 4	24	65	10
ntroduction to Lightroom 5	24	65	10
ntroduction to LinkedIN Career Networking	24	65	10
ntroduction to Natural Health and Healing	24	65	10
ntroduction To Statistics	24	65	10
Keys to Effective Communication	24	65	10
.eadership	24	65	10
isten To Your Heart, and Success Will Follow.	24	65	10
ose Weight and Keep It Off	. 24	65	1€
uscious, Low-Fat, Lightning-Quick Meals	24	65	10
Managing Life as a Single Parent	24	65	10
Marriage and Relationships: Keys to Success	24	65	10
Mastering Public Speaking	24	65	10
Math Refresher	24	65	10
Merrill Ream Speed Reading	24	65	10
Music Made Easy	24	65	10
Navigating Divorce	24	65	10
Pleasures of Poetry	24	65	10
Publish and Sell Your E-Books	24	65	10
Resume Writing Workshop	24	65	10
Skills for Making Great Decisions	24	65	10
Start Your Own Edible Garden	24	65	10
Feaching Preschool: A Year of Inspiring Lessons	24	65	- 10
	24	65	10
Twelve Steps to a Successful Job Search	24	65	1
Now, What a Great Event!	24	co	1



Personal Finance & Investments	Hours	Cost	SRP
Introduction to Stock Options (US)	24	65	100
Keys to Successful Money Management (US)	24	65	100
Personal Finance (US)	24	65	100
Protect Your Money, Credit, and Identity	24	65	100
Real Estate Investing (US)	24	65	100
Real Estate Investing II: Financing Your Property (US)	24	65	100
Stocks, Bonds, and Investing: Oh, My! (US)	24	65	100
The Analysis and Valuation of Stocks (US)	24	65	100
Where Does All My Money Go? (US)	24	65	100
Start Your Own Business	Hours	Cost	SRP
Becoming a Grant Writing Consultant (US)	24	65	100
Creating a Successful Business Plan	24	65	100
Growing Plants for Fun and Profit (US)	24	65	100
Introduction to Interior Design	24	65	100
Introduction to Internet Writing Markets	24	65	100
Marketing Your Business on the Internet	24	65	100
Real Estate Investing (US)	24	65	100
Real Estate Investing II: Financing Your Property (US)	24	65	100
Secrets of the Caterer	24	65	100
Small Business Marketing on a Shoestring (US)	24	65	100
Start and Operate Your Own Home-Based Business (US)	24	65	100
Start Your Own Arts and Crafts Business (US)	24	65	100
Start Your Own Gift Basket Business	. 24	65	100
Start Your Own Small Business (US)	24	65	100
	2.4	CE	100
Starting a Consulting Practice (US)	24	65	100
Starting a Consulting Practice (US) Wow, What a Great Event!	24 24	65	100
Wow, What a Great Event!	24	65	100
Wow, What a Great Event! Test Prep	24 Hours	65 Cost	100 SRP
Wow, What a Great Event! Test Prep GMAT Preparation (US)	24 Hours 24	65 Cost 65	100 SRP 100
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US)	24 Hours 24 24	65 Cost 65 65	100 SRP 100 100
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US)	24 Hours 24 24 24	65 Cost 65 65 65	100 SRP 100 100 100
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US)	24 Hours 24 24 24 24 24	65 Cost 65 65 65 65	100 SRP 100 100 100 100
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US)	24 Hours 24 24 24 24 24 24	65 Cost 65 65 65 65 65	100 SRP 100 100 100 100
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test	24 Hours 24 24 24 24 24 24	65 Cost 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED® Test (US)	24 Hours 24 24 24 24 24 24 24 24	65 Cost 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100 100
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED® Test (US) SAT/ACT Preparation - Part 1	24 Hours 24 24 24 24 24 24 24 24 24	65 Cost 65 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100 100 10
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED® Test (US) SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 2	24 Hours 24 24 24 24 24 24 24 24 24	65 Cost 65 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100 100 10
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED® Test (US) SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 2 TEACHING AND EDUCATION Classroom Computing	24 Hours 24 24 24 24 24 24 24 24 24	65 Cost 65 65 65 65 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100 100 10
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED* Test (US) SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 2 TEACHING AND EDUCATION Classroom Computing Blogging and Podcasting for Beginners	24 Hours 24 24 24 24 24 24 24 24 24 4	65 Cost 65 65 65 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100 100 10
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED® Test (US) SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 2 TEACHING AND EDUCATION Classroom Computing Blogging and Podcasting for Beginners Creating a Classroom Web Site	24 Hours 24 24 24 24 24 24 24 24 24 2	65 Cost 65 65 65 65 65 65 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100 100 10
Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED® Test (US) SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 2 TEACHING AND EDUCATION Classroom Computing Blogging and Podcasting for Beginners Creating a Classroom Web Site Integrating Technology in the Classroom	24 Hours 24 24 24 24 24 24 24 24 24 2	65 Cost 65 65 65 65 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100 100 100 SRP 100 100
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Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED Test (US) SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 2 TEACHING AND EDUCATION Classroom Computing Blogging and Podcasting for Beginners Creating a Classroom Web Site Integrating Technology in the Classroom Microsoft Excel 2007 in the Classroom Microsoft Excel 2010 in the Classroom	24 Hours 24 24 24 24 24 24 24 24 24 2	65 Cost 65 65 65 65 65 65 65 65 65 65	100 SRP 100 100 100 100 100 100 100 100 100 1
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Wow, What a Great Event! Test Prep GMAT Preparation (US) GRE Preparation - Part 1 (Verbal and Analytical) (US) GRE Preparation - Part 2 (Quantitative) (US) LSAT Preparation - Part 1 (US) LSAT Preparation - Part 2 (US) Prepare for the GED Math Test Prepare for the GED® Test (US) SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 1 SAT/ACT Preparation - Part 2 TEACHING AND EDUCATION Classroom Computing Blogging and Podcasting for Beginners Creating a Classroom Web Site Integrating Technology in the Classroom Microsoft Excel 2007 in the Classroom Microsoft PowerPoint 2010 in the Classroom Microsoft Word 2007 in the Classroom Microsoft Word 2007 in the Classroom Microsoft Word 2010 in the Classroom	24 Hours 24 24 24 24 24 24 24 24 24 24 24 24 24	65 Cost 65 65 65 65 65 65 65 65 65 65	SRP 100 100 100 100 100 100 100 100 100 10



.anguages	Hours	Cost	SRP
An Introduction to Teaching ESL/EFL	24	65	100
nhancing Language Development in Childhood	24	65	100
ractical ideas for the Adult ESL/EFL Classroom	24	65	100
panish in the Classroom	24	65	100
eaching ESL/EFL Grammar	24	65	100
eaching ESL/EFL Reading	24	65	100
eaching ESL/EFL Vocabulary	24	65	100
Vriting for ESL	24	65	100
Mathematics	Hours	Cost	SRP
Ingapore Math Strategies: Advanced Model Drawing for Grades 6-9	24	65	100
Ingapore Math Strategies: Model Drawing for Grades 1-6	24	65	100
Ingapore Math: Number Sense and Computational Strategies	24	65	100
eaching Math: Grades 4-6	24	65	100
Reading and Writing	Hours	Cost	SRF
Common Core Standards for English Language Arts K-5 (US)	24	65	100
uided Reading and Writing: Strategies for Maximum Student Achievement	24	65	100
uided Reading: Strategies for the Differentiated Classroom	24	65	100
eady, Set, Read!	24	65	100
esponse to Intervention: Reading Strategies That Work	24	65	100
eaching Writing: Grades 4-6	24	65	100
eaching Writing: Grades K-3	24	65	100
Science	Hours	Cost	SRF
luman Anatomy and Physiology	24	65	100
luman Anatomy and Physiology II	24	65	100
ntroduction to Biology	24	65	100
ntroduction to Chemistry	24	65	100
eaching Science: Grades 4-6	24	65	100
Fest Prep	Hours	Cost	SRI
JRE Preparation - Part 1 (Verbal and Analytical) (US)	24	65	100
IRE Preparation - Part 2 (Quantitative) (US)	24	65	100
SAT Preparation - Part 1 (US)	24	65	100
SAT Preparation - Part 2 (US)	24	65	10
raxis I Preparation	24	65	10
AT/ACT Preparation - Part 1	24	65	10
AT/ACT Preparation - Part 2	24	65	10



Tools for Teachers	Hours	Cost	SRP
A to Z Grant Writing (US)	24	65	100
Advanced Grant Proposal Writing (US)	24	65	100
Creating a Classroom Web Site	24	65	100
Creating Classroom Centers	24	65	100
Creating K-12 Learning Materials	24	65	100
Creating the Inclusive Classroom: Strategies for Success	24	65	100
Differentiated Instruction in the Classroom	24	65	100
Differentiating K-12 Assessments	24	65	100
Empowering Students With Disabilities	24	65	100
Enhancing Language Development In Childhood	24	65	100
Get Assertive!	24	65	100
Get Grants! (US)	24	65	100
Grammar Refresher (US)	24	65	100
Guided Reading and Writing: Strategies for Maximum Student Achievement	24	65	100
Guided Reading: Strategies for the Differentiated Classroom	24	65	100
Handling Medical Emergencies	24	65	100
Homeschool With Success (US)	24	65	100
Introduction to Microsoft Word 2011 for Mac	24	65	100
Leadership	24	65	100
Solving Classroom Discipline Problems	24	65	100
Solving Classroom Discipline Problems II	24	65	100
Spanish in the Classroom	24	65	100
Survival Kit for New Teachers (US)	24	65	100
Teaching Adult Learners	24	65	100
Teaching High School Students	24	65	100
Teaching Preschool: A Year of Inspiring Lessons	24	65	100
Teaching Smarter With SMART Boards	24	65	100
Teaching Students with ADHD	24	65	100
Teaching Students With Autism: Strategies for Success	24	65	100
Teaching Students With Learning Disabilities	24	65	100
Teaching Writing: Grades K-3	24	65	100
The Creative Classroom	24	65	100
The Differentiated Instruction and Response to Intervention Connection	24	65	100
Understanding Adolescents	24	65	100
Writing Effective Grant Proposals (US)	24	65	100
TECHNOLOGY			

Certificate Prep	Hours	Cost	SRP
Advanced CompTIA A+ Certification Prep	24	85	110
Basic CompTIA A+ Certification Prep	24	85	110
CompTIA® Network+ Certification Prep	24	85	110
CompTIA® Security+ Certification Prep 1	24	85	110
CompTIA® Security+ Certification Prep 2	24	85	110
Intermediate CompTIA A+ Certification Prep	24	85	110



Computer Fundamentals	Hours	Cost	SRF
Blogging and Podcasting for Beginners	24	65	100
Computer Skills for the Workplace	24	65	100
ntermediate Microsoft Excel 2010	24	65	100
ntroduction to Linux	24	65	100
ntroduction to Elinux Introduction to Microsoft Excel 2010	24	65	
introduction to Microsoft Excel 2013		65	100
	24		100
Introduction to PC Troubleshooting	24	65	100
Introduction to Programming	24	65	100
introduction to Windows 7	24	65	100
ntroduction to Windows 8	24	65	100
Keyboarding	24	65	100
Computer Programming	Hours	Cost	SRI
Creating Mobile Apps with HTML5	24	65	100
Creating jQuery Mobile Websites With Dreamweaver	24	65	100
How to Get Started in Game Development	24	65	100
Intermediate C# Programming	24	65	100
Intermediate Java Programming	24	65	100
Intermediate PHP and MySQL	24	65	100
ntermediate Visual Basic	24	65	100
Introduction to Ajax Programming	24	65	100
ntroduction to ASP.NET	24	65	100
Introduction to C# Programming	24	65	100
Introduction to C++ Programming	24	65	100
Introduction to Java Programming	24	65	100
ntroduction to JavaScript	24	65	100
Introduction to Perl Programming	24	65	10
Introduction to PHP and MySQL	24	65	100
Introduction to Programming	24	65	100
Introduction to Python 2.5 Programming	24	65	100
Introduction to Python 3 Programming	24	65	100
Introduction to Ruby Programming	24	65	100
Introduction to Visual Basic	24	65	100
Mac, iPhone, and iPad Programming	24	65	100
Database Management	Hours	Cost	SR
Intermediate Microsoft Access 2007	24	65	10
Intermediate Microsoft Access 2010	24	65	10
ntermediate Oracle	24	65	10
ntermediate PHP and MySQL	24	65	10
ntermediate SQL	24	65	10
introduction to Crystal Reports	24	65	10
Introduction to Crystal Reports 10	24	65	100
Introduction to Database Development	24	65	10
Introduction to Microsoft Access 2007	24	65	10
Introduction to Microsoft Access 2010	24	65	10
	24	65	10
ntroduction to Oracle ntroduction to PHP and MySQL	24 24	65 65	10 10



Graphic and Multimedia Design	Hours	Cost	SRP
Advanced Web Pages	24	65	100
Creating Web Pages	24	65	100
low to Get Started in Game Development	24	65	100
ntermediate Flash CS5	24	65	100
ntermediate InDesign CS5	24	65	100
ntermediate Photoshop CS5	24	65	100
ntermediate Photoshop CS6	24	65	100
ntroduction to Adobe Edge Animate	24	65	100
ntroduction to CorelDRAW X5	24	65	100
ntroduction to Final Cut Pro X	24	65	100
ntroduction to Flash CS5	24	65	100
ntroduction to Flash CS6	24	65	100
ntroduction to Illustrator CS5	24	65	100
ntroduction to illustrator CS6	24	65	100
ntroduction to InDesign CS5	24	65	100
ntroduction to InDesign CS6	24	65	100
ntroduction to Lightroom 4	24	65	100
ntroduction to Lightroom 5	24	65	100
ntroduction to Eightroom 5	24	65	100
ntroduction to Photoshop CS6	24	65	100
Photoshop CC for the Digital Photographer	24	65	100
Photoshop CCS for the Digital Photographer	24	65	100
Photoshop CS5 for the Digital Photographer II	24	65	100
Photoshop CS6 for the Digital Photographer	24	65	100
	24	65	100
Photoshop CS6 for the Digital Photographer II	24	65	100
Photoshop Elements 10 for the Digital Photographer	24	65	100
Photoshop Elements 10 for the Digital Photographer II			
Photoshop Elements 11 for the Digital Photographer	24	65	100
Photoshop Elements 11 for the Digital Photographer II	24	65	100
Photoshop Elements 12 for the Digital Photographer	24	65	100
Photoshop Elements 9 for the Digital Photographer	24	65	100
Networking and Communications	Hours	Cost	SR
ntermediate Networking	. 24	65	100
ntroduction to Networking	24	65	100
Nireless Networking	24	65	100
Security	Hours	Cost	SR
Advanced PC Security	24	65	10
CompTIA® Security+ Certification Prep 1	24	85	110
CompTIA® Security+ Certification Prep 2	24	85	110
ntroduction to PC Security	24	65	100



Web Technology	Hours	Cost	SRF
Creating Mobile Apps with HTML5	24	65	100
Achieving Top Search Engine Positions	24	65	100
Advanced CSS3 and HTML5	24	65	100
Advanced Web Pages	24	65	100
Blogging and Podcasting for Beginners	24	65	100
Creating jQuery Mobile Websites With Dreamweaver	24	65	100
Creating Web Pages	24	65	10
Creating WordPress Websites	24	65	100
Creating WordPress Websites II	24	65	10
Designing Effective Websites	24	65	10
How to Get Started in Game Development	24	65	10
Intermediate CSS and XHTML	24	65	10
Intermediate Dreamweaver CS5	24	65	10
Intermediate Dreamweaver CS6	24	65	10
Intermediate PHP and MySQL	24	65	10
Introduction to CSS and XHTML	24	65	10
Introduction to Dreamweaver CS5	24	65	10
Introduction to Dreamweaver CS6	24	65	10
Introduction to Google Analytics	24	65	10
Introduction to PHP and MySQL	. 24	65	10
Mac, iPhone, and iPad Programming	24	65	10
Marketing Your Business on the Internet	24	65	10
WRITING AND PUBLISHING			
Business Writing	Hours	Cost	SR
Business and Marketing Writing	24	65	10
Effective Business Writing	24	65	10
Fundamentals of Technical Writing	24	65	10
Grammar Refresher (US)	24	65	10
Intermediate Microsoft Word 2007	24	65	10
Intermediate Microsoft Word 2010	24	65	10
Introduction to Microsoft Word 2007	24	65	10
Resume Writing Workshop	24	65	10
The Keys to Effective Editing (US)	24	65	10
Writing Essentials	24	65	10



Prices are in U.S. dollars

2014 Instructor-Led Courses - Price List

Prices and courses are subject to change.

Creative Writing	Hours	Cost	SRP
Advanced Fiction Writing	24	65	100
Beginning Writer's Workshop	24	65	100
Breaking Into Sitcom Writing	24	65	100
Creating K-12 Learning Materials	24	65	100
Creating WordPress Websites	24	65	100
Creating WordPress Websites II	24	65	100
How to Make Money From Your Writing	24	65	100
Introduction to Internet Writing Markets	24	65	100
Introduction to Journaling	24	65	100
Introduction to Screenwriting	24	65	100
Mystery Writing	24	65	100
Pleasures of Poetry	24	65	100
Publish and Sell Your E-Books	24	65	100
Research Methods for Writers	24	65	100
Romance Writing	24	65	100
The Craft of Magazine Writing	24	65	100
The Keys to Effective Editing (US)	24	65	100
Travel Writing	24	65	100
Write and Publish Your Nonfiction Book	24	65	100
Write Fiction Like a Pro	24	65	100
Write Your Life Story	24	65	100
Writeriffic: Creativity Training for Writers	24	65	100
Writing and Selling Self-Help Books	24	65	100
Writing Essentials	24	65	100
Writing for Children	24	65	100
Writing for ESL	24	65	100
Writing Young Adult Fiction	24	65	100
Grant Writing	Hours	Cost	SRP
A to Z Grant Writing (US)	24	65	100
Advanced Grant Proposal Writing (US)	24	65	100
Becoming a Grant Writing Consultant (US)	24	65	100
Get Grants! (US)	24	65	100
Writing Effective Grant Proposals (US)	24	65	100
Publishing	Hours	Cost	SRP
Beginner's Guide to Getting Published (US)	24	65	100
Introduction to Internet Writing Markets	24	65	100
The Craft of Magazine Writing	24	65	100
Write and Publish Your Nonfiction Book	24	65	100

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