

**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:	<u>Not to exceed \$21,000 (see attached price list)</u>
Progress Payments (if not applicable, insert N/A):	<u>Upon receipt of properly completed invoices</u>
Costs/Expenses (if not applicable insert N/A):	<u>N/A</u>
Fund Source:	<u>Jefferson County Public Schools Adult and Continuing Education Tuition Program</u>

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
EDUCATION

Education to Go
CONTRACTOR

By: _____

By: Carrie E Doyle

Title: Donna M. Hargens, Ed.D.
Superintendent

Title: Carrie Doyle
General Manager

Cabinet Member: _____

(Initials)

Jefferson County Public Schools
**NONCOMPETITIVE NEGOTIATION
DETERMINATION AND FINDING**

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

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

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

Explain why the vendor is a single source: 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 Public Schools —

State the location: _____

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

Explain the logic: _____

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

State the items: _____

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

Joyce Griffith

Print name of person making Determination

JCPS Adult & Continuing Education

School or Department

Joyce Griffith
Signature of person making Determination

8-19-14
Date

Name of Contractor (Contractor Signature Not Required)

Requisition Number

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

F-471-1

Revised 05/2011

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2014 Career Training Program - Price List

Business and Professional	Hours	Cost	SRP
Administrative Professional with Microsoft Office 2007 Master	340	\$1695	\$1995
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
Building Analyst Quick Start	60	\$1095	\$1395
Certified Alternative Dispute Resolution Specialist	240	\$2595	\$2995
Certified Bookkeeper	140	\$1695	\$1995
Certified Global Business Professional	160	\$2095	\$2495
Certified Green Supply Chain Professional	60	\$1295	\$1595
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Certified Mediator	120	\$1495	\$1795
Certified Protection Officer	50	\$750	\$850
Certified Residential Interior Designer	120	\$1695	\$1995
Certified Wedding Planner	340	\$1295	\$1595
Chartered Tax Professional	180	\$1595	\$1895
Chartered Tax Professional for California Residents	200	\$1695	\$1995
Child Development Associate Training	120	\$750	\$850
Child Development Associate Training Renewal	45	\$399	\$499
Entrepreneurship: Start-Up and Business Owner Management	360	\$1695	\$2095
Event Management and Design	300	\$1695	\$1995
Fitness Business Management	200	\$2195	\$2595
Freight Broker/Agent Training	150	\$1595	\$1895
Grant Writing	300	\$1895	\$2295
Graphic Design With Photoshop CS5 Training	200	\$1695	\$1995
Help Desk Analyst: Tier 1 Support Specialist	120	\$1195	\$1495
Human Resources Professional	120	\$1495	\$1795
Lean Mastery	60	\$1595	\$1895
Legal Secretary	350	\$1895	\$2295
Management for IT Professionals	390	\$1895	\$2295
Management Training	360	\$1895	\$2295
Microsoft Access 2007	120	\$495	\$595
Microsoft Access 2010 Certification Training	120	\$495	\$595
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 Project 2007	60	\$695	\$795
Microsoft Project 2010	60	\$695	\$795
Microsoft SharePoint 2010 Certification Training	82	\$695	\$795
Microsoft Word 2007	80	\$495	\$595
Microsoft Word 2010 Certification Training	95	\$495	\$595
Non-Profit Management	300	\$1895	\$2295
Nutrition for Optimal Health, Wellness, and Sports	200	\$2195	\$2595
Paralegal	300	\$1695	\$1995
Pay Per Click Marketing	150	\$1195	\$1495
Payroll Practice and Management	80	\$1495	\$1795


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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 Optimization	150	\$1195	\$1495
Senior Certified Sustainability Professional	110	\$2095	\$2495
Six Sigma Black Belt	200	\$2295	\$2695
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
Administrative Medical Specialist with Medical Billing and Coding	300	\$1695	\$1995
Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology	360	\$2095	\$2495
Advanced Coding for the Physician's Office	80	\$1295	\$1595
Advanced Hospital Coding and CCS Prep	80	\$1595	\$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
CompTIA™ Healthcare IT Technician	80	\$1295	\$1595
Fitness Business Management	200	\$2195	\$2595
ICD-10 Medical Coding	200	\$1495	\$1795
Medical Billing and Coding	240	\$1495	\$1795
Medical Billing and Coding + Medical Terminology	300	\$1695	\$1995
Medical Terminology	60	\$695	\$795



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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	\$1895
Search Engine Optimization	150	\$1195	\$1495
Systems Security Certified Practitioner (SSCP) Training	75	\$1295	\$1595
Video Game Design and Development	500	\$1695	\$1995
Web Applications Developer	360	\$1995	\$2395
Webmaster	150	\$1695	\$1995

Management and Corporate

	Hours	Cost	SRP
Building Analyst Quick Start	60	\$1095	\$1395
Certified Alternative Dispute Resolution Specialist	240	\$2595	\$2995
Certified Green Supply Chain Professional	60	\$1295	\$1595
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Certified Mediator	120	\$1495	\$1795
Certified National Pharmaceutical Representative	90	\$1495	\$1795
Entrepreneurship: Start-Up and Business Owner Management	360	\$1695	\$2095
Event Management and Design	300	\$1695	\$1995
Fitness Business Management	200	\$2195	\$2595
Grant Writing	300	\$1895	\$2295
Lean Mastery	60	\$1595	\$1895
Legal Secretary	350	\$1895	\$2295
Management for IT Professionals	390	\$1895	\$2295
Management Training	360	\$1895	\$2295
Microsoft Access 2007	120	\$495	\$595
Microsoft Access 2010 Certification Training	120	\$495	\$595
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 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 Project 2007	60	\$695	\$795
Microsoft Project 2010	60	\$695	\$795
Microsoft Word 2007	80	\$495	\$595



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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

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
Natural Gas Plant Operations	400	\$2195	\$2595
Oil Refinery Operations	400	\$2195	\$2595
Paper Mill Operations	400	\$2195	\$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



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Wind Energy Professional	240	\$1995	\$2395
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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.

18-Feb-2014

Prices and courses are subject to change.



2014 Instructor-Led Courses - Price List

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



2014 Instructor-Led Courses - Price List

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
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
Writing Effective Grant Proposals (US)	24	65	100



2014 Instructor-Led Courses - Price List

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	65	100
Fundamentals of Supervision and Management	24	65	100
Fundamentals of Supervision and Management II	24	65	100
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	65	100
Project Management Fundamentals	24	65	100
Six Sigma: Total Quality Applications	24	65	100
Total Quality Fundamentals	24	65	100

Sales and Marketing

	Hours	Cost	SRP
Introduction to Microsoft Publisher 2013	24	65	100
Achieving Top Search Engine Positions	24	65	100
Business and Marketing Writing	24	65	100
Designing Effective Websites	24	65	100
Effective Business Writing	24	65	100
Effective Selling	24	65	100
Intermediate Microsoft Access 2007	24	65	100
Intermediate Microsoft Access 2010	24	65	100
Interpersonal Communication	24	65	100
Introduction to Google Analytics	24	65	100
Introduction to Microsoft Access 2007	24	65	100
Introduction to Microsoft Access 2010	24	65	100
Introduction to Microsoft PowerPoint 2010	24	65	100
Introduction to Microsoft Publisher 2007	24	65	100
Introduction to Microsoft Publisher 2010	24	65	100
Keys to Effective Communication	24	65	100
Leadership	24	65	100
Marketing Your Business on the Internet	24	65	100
Mastering Public Speaking	24	65	100
Professional Sales Skills	24	65	100
Small Business Marketing on a Shoestring (US)	24	65	100
Using Social Media in Business	24	65	100



2014 Instructor-Led Courses - Price List

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	SRP
Prepare for the GED® Test (US)	24	65	100
ReadyMATH	75	399	499



2014 Instructor-Led Courses - Price List

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



2014 Instructor-Led Courses - Price List

Microsoft	Hours	Cost	SRP
Introduction to Microsoft Publisher 2013	24	65	100
Advanced Microsoft Excel 2007	24	65	100
Advanced Microsoft Excel 2010	24	65	100
Intermediate Microsoft Access 2007	24	65	100
Intermediate Microsoft Access 2010	24	65	100
Intermediate Microsoft Excel 2007	24	65	100
Intermediate Microsoft Excel 2010	24	65	100
Intermediate Microsoft Word 2007	24	65	100
Intermediate Microsoft Word 2010	24	65	100
Introduction to Microsoft Access 2007	24	65	100
Introduction to Microsoft Access 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 Publisher 2007	24	65	100
Introduction to Microsoft Publisher 2010	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
What's New In Microsoft Office 2007	24	65	100
What's New in Microsoft Office 2010	24	65	100

Other Applications	Hours	Cost	SRP
Intermediate QuickBooks 2012	24	65	100
Intermediate QuickBooks 2013	24	65	100
Introduction to CorelDRAW X5	24	65	100
Introduction to Crystal Reports	24	65	100
Introduction to Crystal Reports 10	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

CREDIT RECOVERY

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



2014 Instructor-Led Courses - Price List

Mathematics

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

Science

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

DESIGN AND COMPOSITION

Adobe Software

	Hours	Cost	SRP
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 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
Photoshop Elements 9 for the Digital Photographer II	24	65	100



2014 Instructor-Led Courses - Price List

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 CS6	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



2014 Instructor-Led Courses - Price List

Web Design	Hours	Cost	SRP
Advanced CSS3 and HTML5	24	65	100
Advanced Web Pages	24	65	100
Creating JQuery Mobile Websites With Dreamweaver	24	65	100
Creating Web Pages	24	65	100
Creating WordPress Websites	24	65	100
Creating WordPress Websites II	24	65	100
Designing Effective Websites	24	65	100
Intermediate CSS and XHTML	24	65	100
Intermediate Dreamweaver CS5	24	65	100
Intermediate Dreamweaver CS6	24	65	100
Intermediate Flash CS5	24	65	100
Introduction to Adobe Edge Animate	24	65	100
Introduction to CSS and XHTML	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 JavaScript	24	65	100

HEALTH CARE AND MEDICAL

Alternative Medicine	Hours	Cost	SRP
Certificate in Complementary and Alternative Medicine	28	160	210
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 Holistic and Integrative Health: Foundations 3	11	35	66
Certificate in Optimal Healing Environments	16	75	96
Certificate in Spirituality, Health, and Healing	25	160	210
Introduction to Natural Health and Healing	24	65	100

Ancillary	Hours	Cost	SRP
Become a Physical Therapy Aide	24	65	100
Become an Optical Assistant (US)	24	65	100
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
Handling Medical Emergencies	24	65	100
Human Anatomy and Physiology	24	65	100
Human Anatomy and Physiology II	24	65	100
Medical Math	24	65	100
Medical Terminology: A Word Association Approach	24	65	100

EMS and Firefighters	Hours	Cost	SRP
Handling Medical Emergencies	24	65	100

Ethics, Law, and Compliance	Hours	Cost	SRP
Certificate in Legal and Ethical Issues in Nursing	23	130	170
HIPAA Compliance	24	65	100
Legal Nurse Consulting (US)	24	65	100
Medical Math	24	65	100



2014 Instructor-Led Courses - Price List

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 Holistic 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



2014 Instructor-Led Courses - Price List

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
Introduction to Journaling	24	65	100
Introduction to Screenwriting	24	65	100
Mystery Writing	24	65	100
Pleasures of Poetry	24	65	100
Research Methods for Writers	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
Writerific: Creativity Training for Writers	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
Digital Photography	Hours	Cost	SRP
Discover Digital Photography	24	65	100
Intermediate Photoshop CS5	24	65	100
Intermediate Photoshop CS6	24	65	100
Introduction to Digital Scrapbooking	24	65	100
Introduction to Lightroom 5	24	65	100
Introduction to Photoshop CS5	24	65	100
Introduction 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	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
Secrets of Better Photography	24	65	100
Travel Photography for the Digital Photographer	24	65	100



2014 Instructor-Led Courses - Price List

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	65	100
Introduction to Lightroom 5	24	65	100
Photoshop CC 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

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	100
Enhancing Language Development in Childhood	24	65	100
Grammar for ESL (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
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
Workers' Compensation (US)	24	65	100

Criminal Law

	Hours	Cost	SRP
Introduction to Criminal Law (US)	24	65	100

General Law

	Hours	Cost	SRP
Legal Nurse Consulting (US)	24	65	100
Real Estate Law (US)	24	65	100

Litigation

	Hours	Cost	SRP
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LSAT Preparation

	Hours	Cost	SRP
LSAT Preparation - Part 1 (US)	24	65	100
LSAT Preparation - Part 2 (US)	24	65	100

Paralegal

	Hours	Cost	SRP
Explore a Career as a Paralegal (US)	24	65	100



2014 Instructor-Led Courses - Price List

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



2014 Instructor-Led Courses - Price List

Digital Photography	Hours	Cost	SRP
Discover Digital Photography	24	65	100
Intermediate Photoshop CS5	24	65	100
Intermediate Photoshop CS6	24	65	100
Introduction to Digital Scrapbooking	24	65	100
Introduction to Lightroom 4	24	65	100
Introduction to Photoshop CS5	24	65	100
Introduction 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	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 9 for the Digital Photographer	24	65	100
Secrets of Better Photography	24	65	100
Travel Photography for the Digital Photographer	24	65	100
Health and Wellness	Hours	Cost	SRP
Handling Medical Emergencies	24	65	100
Happy and Healthy Pregnancy	24	65	100
Human Anatomy and Physiology	24	65	100
Human Anatomy and Physiology II	24	65	100
Introduction to Biology	24	65	100
Introduction to Chemistry	24	65	100
Introduction to Natural Health and Healing	24	65	100
Lose Weight and Keep It Off	24	65	100
Luscious, Low-Fat, Lightning-Quick Meals	24	65	100
Medical Math	24	65	100
Start Your Own Edible Garden	24	65	100
Job Search	Hours	Cost	SRP
Listen To Your Heart, and Success Will Follow	24	65	100
Resume Writing Workshop	24	65	100
Twelve Steps to a Successful Job Search	24	65	100



2014 Instructor-Led Courses - Price List

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



2014 Instructor-Led Courses - Price List

Personal Enrichment	Hours	Cost	SRP
Achieving Success with Difficult People	24	65	100
Assisting Aging Parents (US)	24	65	100
Drawing for the Absolute Beginner	24	65	100
Genealogy Basics (US)	24	65	100
Get Assertive!	24	65	100
Get Funny!	24	65	100
Grammar Refresher (US)	24	65	100
Handling Medical Emergencies	24	65	100
Happy and Healthy Pregnancy	24	65	100
Homeschool With Success (US)	24	65	100
How to Get Started In Game Development	24	65	100
How to Make Money From Your Writing	24	65	100
Human Anatomy and Physiology	24	65	100
Human Anatomy and Physiology II	24	65	100
Individual Excellence	24	65	100
Interpersonal Communication	24	65	100
Introduction to Algebra	24	65	100
Introduction to Biology	24	65	100
Introduction to Chemistry	24	65	100
Introduction to Guitar	24	65	100
Introduction to Interior Design	24	65	100
Introduction to Journaling	24	65	100
Introduction to Lightroom 4	24	65	100
Introduction to Lightroom 5	24	65	100
Introduction to LinkedIn Career Networking	24	65	100
Introduction to Natural Health and Healing	24	65	100
Introduction To Statistics	24	65	100
Keys to Effective Communication	24	65	100
Leadership	24	65	100
Listen To Your Heart, and Success Will Follow	24	65	100
Lose Weight and Keep It Off	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 Public Speaking	24	65	100
Math Refresher	24	65	100
Merrill Ream Speed Reading	24	65	100
Music Made Easy	24	65	100
Navigating Divorce	24	65	100
Pleasures of Poetry	24	65	100
Publish and Sell Your E-Books	24	65	100
Resume Writing Workshop	24	65	100
Skills for Making Great Decisions	24	65	100
Start Your Own Edible Garden	24	65	100
Teaching Preschool: A Year of Inspiring Lessons	24	65	100
Twelve Steps to a Successful Job Search	24	65	100
Wow, What a Great Event!	24	65	100
Write Your Life Story	24	65	100



2014 Instructor-Led Courses - Price List

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
Starting a Consulting Practice (US)	24	65	100
Wow, What a Great Event!	24	65	100

Test Prep

	Hours	Cost	SRP
GMAT Preparation (US)	24	65	100
GRE Preparation - Part 1 (Verbal and Analytical) (US)	24	65	100
GRE Preparation - Part 2 (Quantitative) (US)	24	65	100
LSAT Preparation - Part 1 (US)	24	65	100
LSAT Preparation - Part 2 (US)	24	65	100
Prepare for the GED Math Test	24	65	100
Prepare for the GED® Test (US)	24	65	100
SAT/ACT Preparation - Part 1	24	65	100
SAT/ACT Preparation - Part 2	24	65	100

TEACHING AND EDUCATION

Classroom Computing

	Hours	Cost	SRP
Blogging and Podcasting for Beginners	24	65	100
Creating a Classroom Web Site	24	65	100
Integrating Technology in the Classroom	24	65	100
Microsoft Excel 2007 in the Classroom	24	65	100
Microsoft Excel 2010 in the Classroom	24	65	100
Microsoft PowerPoint 2010 in the Classroom	24	65	100
Microsoft Word 2007 in the Classroom	24	65	100
Microsoft Word 2010 in the Classroom	24	65	100
Teaching Smarter With SMART Boards	24	65	100
The Classroom Computer	24	65	100
Using the Internet in the Classroom	24	65	100



2014 Instructor-Led Courses - Price List

Languages	Hours	Cost	SRP
An Introduction to Teaching ESL/EFL	24	65	100
Enhancing Language Development in Childhood	24	65	100
Practical Ideas for the Adult ESL/EFL Classroom	24	65	100
Spanish in the Classroom	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
Mathematics	Hours	Cost	SRP
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 Math: Grades 4-6	24	65	100
Reading and Writing	Hours	Cost	SRP
Common Core Standards for English Language Arts K-5 (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
Ready, Set, Read!	24	65	100
Response to Intervention: Reading Strategies That Work	24	65	100
Teaching Writing: Grades 4-6	24	65	100
Teaching Writing: Grades K-3	24	65	100
Science	Hours	Cost	SRP
Human Anatomy and Physiology	24	65	100
Human Anatomy and Physiology II	24	65	100
Introduction to Biology	24	65	100
Introduction to Chemistry	24	65	100
Teaching Science: Grades 4-6	24	65	100
Test Prep	Hours	Cost	SRP
GRE Preparation - Part 1 (Verbal and Analytical) (US)	24	65	100
GRE Preparation - Part 2 (Quantitative) (US)	24	65	100
LSAT Preparation - Part 1 (US)	24	65	100
LSAT Preparation - Part 2 (US)	24	65	100
Praxis I Preparation	24	65	100
SAT/ACT Preparation - Part 1	24	65	100
SAT/ACT Preparation - Part 2	24	65	100



2014 Instructor-Led Courses - Price List

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



2014 Instructor-Led Courses - Price List

Computer Fundamentals	Hours	Cost	SRP
Blogging and Podcasting for Beginners	24	65	100
Computer Skills for the Workplace	24	65	100
Intermediate Microsoft Excel 2010	24	65	100
Introduction to Linux	24	65	100
Introduction to Microsoft Excel 2010	24	65	100
Introduction to Microsoft Excel 2013	24	65	100
Introduction to PC Troubleshooting	24	65	100
Introduction to Programming	24	65	100
Introduction to Windows 7	24	65	100
Introduction to Windows 8	24	65	100
Keyboarding	24	65	100
Computer Programming	Hours	Cost	SRP
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
Intermediate Visual Basic	24	65	100
Introduction to Ajax Programming	24	65	100
Introduction 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
Introduction to JavaScript	24	65	100
Introduction to Perl Programming	24	65	100
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	SRP
Intermediate Microsoft Access 2007	24	65	100
Intermediate Microsoft Access 2010	24	65	100
Intermediate Oracle	24	65	100
Intermediate PHP and MySQL	24	65	100
Intermediate SQL	24	65	100
Introduction to Crystal Reports	24	65	100
Introduction to Crystal Reports 10	24	65	100
Introduction to Database Development	24	65	100
Introduction to Microsoft Access 2007	24	65	100
Introduction to Microsoft Access 2010	24	65	100
Introduction to Oracle	24	65	100
Introduction to PHP and MySQL	24	65	100
Introduction to SQL	24	65	100



2014 Instructor-Led Courses - Price List

Graphic and Multimedia Design

	Hours	Cost	SRP
Advanced Web Pages	24	65	100
Creating Web Pages	24	65	100
How to Get Started in Game Development	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 Edge Animate	24	65	100
Introduction to CorelDRAW X5	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 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

Networking and Communications

	Hours	Cost	SRP
Intermediate Networking	24	65	100
Introduction to Networking	24	65	100
Wireless Networking	24	65	100

Security

	Hours	Cost	SRP
Advanced PC Security	24	65	100
CompTIA® Security+ Certification Prep 1	24	85	110
CompTIA® Security+ Certification Prep 2	24	85	110
Introduction to PC Security	24	65	100



2014 Instructor-Led Courses - Price List

Web Technology	Hours	Cost	SRP
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	100
Creating WordPress Websites	24	65	100
Creating WordPress Websites II	24	65	100
Designing Effective Websites	24	65	100
How to Get Started in Game Development	24	65	100
Intermediate CSS and XHTML	24	65	100
Intermediate Dreamweaver CS5	24	65	100
Intermediate Dreamweaver CS6	24	65	100
Intermediate PHP and MySQL	24	65	100
Introduction to CSS and XHTML	24	65	100
Introduction to Dreamweaver CS5	24	65	100
Introduction to Dreamweaver CS6	24	65	100
Introduction to Google Analytics	24	65	100
Introduction to PHP and MySQL	24	65	100
Mac, iPhone, and iPad Programming	24	65	100
Marketing Your Business on the Internet	24	65	100

WRITING AND PUBLISHING

Business Writing	Hours	Cost	SRP
Business and Marketing Writing	24	65	100
Effective Business Writing	24	65	100
Fundamentals of Technical Writing	24	65	100
Grammar Refresher (US)	24	65	100
Intermediate Microsoft Word 2007	24	65	100
Intermediate Microsoft Word 2010	24	65	100
Introduction to Microsoft Word 2007	24	65	100
Resume Writing Workshop	24	65	100
The Keys to Effective Editing (US)	24	65	100
Writing Essentials	24	65	100



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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

Prices are in U.S. dollars

Prices and courses are subject to change.

24-Feb-14