

**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 14,000 (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 August 25, 2015 and shall complete the Services no later than June 30, 2016, 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 August 25, 2015.

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

JEFFERSON COUNTY BOARD OF
EDUCATION

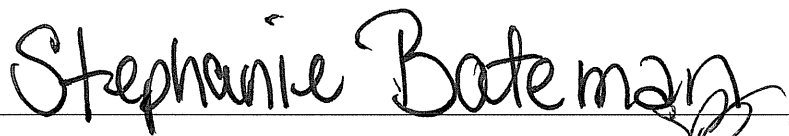
Education to Go
CONTRACTOR

By: _____

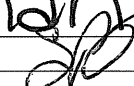
By:  _____

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

Title: Brian Bales
Director of Marketing



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 the only proprietary online system of adult education courses that integrates with both the Augusoft/Lumens registration system and USAePay payment system used by JCPS Adult Education.

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

7-27-15

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

Accounting and Finance	Hours	Cost	SRP
Accounting Fundamentals	24	\$65	\$100
Accounting Fundamentals II	24	\$65	\$100
Advanced Microsoft Excel 2007	24	\$65	\$100
Advanced Microsoft Excel 2010	24	\$65	\$100
Advanced Microsoft Excel 2013	24	\$65	\$100
Intermediate Microsoft Excel 2007	24	\$65	\$100
Intermediate Microsoft Excel 2010	24	\$65	\$100
Intermediate Microsoft Excel 2013	24	\$65	\$100
Intermediate QuickBooks 2012	24	\$65	\$100
Intermediate QuickBooks 2013	24	\$65	\$100
Intermediate QuickBooks 2014	24	\$65	\$100
Intermediate QuickBooks 2015	24	\$65	\$100
Introduction to Crystal Reports	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 QuickBooks 2012	24	\$65	\$100
Introduction to QuickBooks 2013	24	\$65	\$100
Introduction to QuickBooks 2014	24	\$65	\$100
Introduction to QuickBooks 2015	24	\$65	\$100
Introduction to Stock Options	24	\$65	\$100
Keys to Successful Money Management	24	\$65	\$100
Performing Payroll in QuickBooks 2012	24	\$65	\$100
Performing Payroll in QuickBooks 2013	24	\$65	\$100
Performing Payroll in QuickBooks 2014	24	\$65	\$100
Performing Payroll in Quickbooks 2015	24	\$65	\$100
Personal Finance	24	\$65	\$100
QuickBooks 2012 for Contractors	24	\$65	\$100
QuickBooks 2013 for Contractors	24	\$65	\$100
QuickBooks 2015 for Contractors	24	\$65	\$100
QuickBooks for Contractors 2014	24	\$65	\$100
Real Estate Investing	24	\$65	\$100
Stocks, Bonds, and Investing: Oh, My!	24	\$65	\$100
Where Does All My Money Go?	24	\$65	\$100
Business	Hours	Cost	SRP
A to Z Grant Writing	24	\$65	\$100
Accounting Fundamentals	24	\$65	\$100
Accounting Fundamentals II	24	\$65	\$100

Business	Hours	Cost	SRP
Achieving Success with Difficult People	24	\$65	\$100
Achieving Top Search Engine Positions	24	\$65	\$100
Administrative Assistant Applications	24	\$65	\$100
Administrative Assistant Fundamentals	24	\$65	\$100
Advanced Grant Proposal Writing	24	\$65	\$100
Becoming a Grant Writing Consultant	24	\$65	\$100
Building Teams That Work	24	\$65	\$100
Business and Marketing Writing	24	\$65	\$100
Business Finance for Non-Finance Personnel	24	\$65	\$100
Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$66
Computer Skills for the Workplace	24	\$65	\$100
Creating a Successful Business Plan	24	\$65	\$100
Designing Effective Websites	24	\$65	\$100
Distribution and Logistics Management	24	\$65	\$100
Effective Business Writing	24	\$65	\$100
Effective Selling	24	\$65	\$100
Employment Law Fundamentals	24	\$65	\$100
Fundamentals of Supervision and Management	24	\$65	\$100
Fundamentals of Supervision and Management II	24	\$65	\$100
Fundamentals of Technical Writing	24	\$65	\$100
Get Grants!	24	\$65	\$100
Growing Plants for Fun and Profit	24	\$65	\$100
High Speed Project Management	24	\$65	\$100
How to Make Money From Your Writing	24	\$65	\$100
Individual Excellence	24	\$65	\$100
Intermediate Microsoft Access 2010	24	\$65	\$100
Intermediate Microsoft Access 2007	24	\$65	\$100
Intermediate Microsoft Access 2013	24	\$65	\$100
Intermediate Microsoft Excel 2010	24	\$65	\$100
Intermediate Microsoft Excel 2013	24	\$65	\$100
Intermediate Microsoft Word 2007	24	\$65	\$100
Intermediate Microsoft Word 2010	24	\$65	\$100
Intermediate Microsoft Word 2013	24	\$65	\$100
Intermediate QuickBooks 2014	24	\$65	\$100
Intermediate QuickBooks 2015	24	\$65	\$100
Interpersonal Communication	24	\$65	\$100
Introduction to Business Analysis	24	\$65	\$100
Introduction to Google Analytics	24	\$65	\$100
Introduction to Interior Design	24	\$65	\$100
Introduction to Internet Writing Markets	24	\$65	\$100

Business	Hours	Cost	SRP
Introduction to LinkedIn Career Networking	24	\$65	\$100
Introduction to Microsoft Access 2007	24	\$65	\$100
Introduction to Microsoft Access 2010	24	\$65	\$100
Introduction to Microsoft Access 2013	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 2010	24	\$65	\$100
Introduction to Microsoft Outlook 2013	24	\$65	\$100
Introduction to Microsoft PowerPoint 2010	24	\$65	\$100
Introduction to Microsoft PowerPoint 2013	24	\$65	\$100
Introduction to Microsoft Project 2010	24	\$65	\$100
Introduction to Microsoft Project 2013	24	\$65	\$100
Introduction to Microsoft Publisher 2010	24	\$65	\$100
Introduction to Microsoft Publisher 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 Microsoft Word 2013	24	\$65	\$100
Introduction to Nonprofit Management	24	\$65	\$100
Introduction to QuickBooks 2013	24	\$65	\$100
Introduction to QuickBooks 2014	24	\$65	\$100
Introduction to QuickBooks 2015	24	\$65	\$100
Introduction to Windows 7	24	\$65	\$100
Introduction to Windows 8	24	\$65	\$100
Keys to Effective Communication	24	\$65	\$100
Leadership	24	\$65	\$100
Learn to Buy and Sell on eBay	24	\$65	\$100
Managing Customer Service	24	\$65	\$100
Manufacturing Applications	24	\$65	\$100
Manufacturing Fundamentals	24	\$65	\$100
Marketing Your Business on the Internet	24	\$65	\$100
Marketing Your Nonprofit	24	\$65	\$100
Mastering Public Speaking	24	\$65	\$100
Mastery of Business Fundamentals	24	\$65	\$100
Nonprofit Fundraising Essentials	24	\$65	\$100
Performing Payroll in QuickBooks 2012	24	\$65	\$100
Performing Payroll in QuickBooks 2013	24	\$65	\$100
Performing Payroll in QuickBooks 2014	24	\$65	\$100
Performing Payroll in Quickbooks 2015	24	\$65	\$100

Business	Hours	Cost	SRP
PMP ® Certification Prep 1	24	\$80	\$105
PMP ® Certification Prep 2	24	\$80	\$105
Professional Sales Skills	24	\$65	\$100
Project Management Applications	24	\$65	\$100
Project Management Fundamentals	24	\$65	\$100
Purchasing Fundamentals	24	\$65	\$100
QuickBooks 2012 for Contractors	24	\$65	\$100
QuickBooks 2013 for Contractors	24	\$65	\$100
QuickBooks 2015 for Contractors	24	\$65	\$100
QuickBooks for Contractors 2014	24	\$65	\$100
Real Estate Investing	24	\$65	\$100
Secrets of the Caterer	24	\$65	\$100
Six Sigma: Total Quality Applications	24	\$65	\$100
Small Business Marketing on a Shoestring	24	\$65	\$100
Start a Pet Sitting Business	24	\$65	\$100
Start and Operate Your Own Home-Based Business	24	\$65	\$100
Start Your Own Arts and Crafts Business	24	\$65	\$100
Start Your Own Gift Basket Business	24	\$65	\$100
Start Your Own Small Business	24	\$65	\$100
Starting a Consulting Practice	24	\$65	\$100
Starting a Nonprofit	24	\$65	\$100
Supply Chain Management Fundamentals	24	\$65	\$100
Total Quality Fundamentals	24	\$65	\$100
Understanding the Human Resources Function	24	\$65	\$100
Using Social Media in Business	24	\$65	\$100
Wow, What a Great Event!	24	\$65	\$100
Writing Effective Grant Proposals	24	\$65	\$100
Writing Essentials	24	\$65	\$100
College Readiness	Hours	Cost	SRP
GMAT Preparation	24	\$65	\$100
GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$100
GRE Preparation - Part 2 (Quantitative)	24	\$65	\$100
Human Anatomy and Physiology	24	\$65	\$100
Human Anatomy and Physiology II	24	\$65	\$100
Introduction to Algebra	24	\$65	\$100
Introduction to Biology	24	\$65	\$100
Introduction to Chemistry	24	\$65	\$100
Introduction to Statistics	24	\$65	\$100
Math Refresher	24	\$65	\$100
Medical Math	24	\$65	\$100

College Readiness	Hours	Cost	SRP
Prepare for the GED® Math Test	24	\$65	\$100
Prepare for the GED® Test	24	\$65	\$100
SAT/ACT Preparation - Part 1	24	\$65	\$100
SAT/ACT Preparation - Part 2	24	\$65	\$100
Computer Applications	Hours	Cost	SRP
Advanced Microsoft Excel 2007	24	\$65	\$100
Advanced Microsoft Excel 2010	24	\$65	\$100
Advanced Microsoft Excel 2013	24	\$65	\$100
Intermediate Dreamweaver CS6	24	\$65	\$100
Intermediate Flash CS6	24	\$65	\$100
Intermediate Microsoft Access 2010	24	\$65	\$100
Intermediate Microsoft Access 2007	24	\$65	\$100
Intermediate Microsoft Access 2013	24	\$65	\$100
Intermediate Microsoft Excel 2007	24	\$65	\$100
Intermediate Microsoft Excel 2010	24	\$65	\$100
Intermediate Microsoft Excel 2013	24	\$65	\$100
Intermediate Microsoft Word 2007	24	\$65	\$100
Intermediate Microsoft Word 2010	24	\$65	\$100
Intermediate Microsoft Word 2013	24	\$65	\$100
Intermediate Photoshop CC	24	\$65	\$100
Intermediate Photoshop CS5	24	\$65	\$100
Intermediate Photoshop CS6	24	\$65	\$100
Intermediate QuickBooks 2012	24	\$65	\$100
Intermediate QuickBooks 2013	24	\$65	\$100
Intermediate QuickBooks 2014	24	\$65	\$100
Intermediate QuickBooks 2015	24	\$65	\$100
Introduction to Adobe Acrobat X	24	\$65	\$100
Introduction to Adobe Edge Animate	24	\$65	\$100
Introduction to CorelDRAW X5	24	\$65	\$100
Introduction to Crystal Reports	24	\$65	\$100
Introduction to Digital Scrapbooking	24	\$65	\$100
Introduction to Dreamweaver CS6	24	\$65	\$100
Introduction to Flash CS6	24	\$65	\$100
Introduction to Illustrator CS6	24	\$65	\$100
Introduction to InDesign CC	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 Microsoft Access 2007	24	\$65	\$100
Introduction to Microsoft Access 2010	24	\$65	\$100

Computer Applications	Hours	Cost	SRP
Introduction to Microsoft Access 2013	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 2010	24	\$65	\$100
Introduction to Microsoft Outlook 2013	24	\$65	\$100
Introduction to Microsoft PowerPoint 2010	24	\$65	\$100
Introduction to Microsoft PowerPoint 2013	24	\$65	\$100
Introduction to Microsoft Project 2010	24	\$65	\$100
Introduction to Microsoft Project 2013	24	\$65	\$100
Introduction to Microsoft Publisher 2010	24	\$65	\$100
Introduction to Microsoft Publisher 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 Microsoft Word 2013	24	\$65	\$100
Introduction to Photoshop CC	24	\$65	\$100
Introduction to Photoshop CS5	24	\$65	\$100
Introduction to Photoshop CS6	24	\$65	\$100
Introduction to QuickBooks 2012	24	\$65	\$100
Introduction to QuickBooks 2013	24	\$65	\$100
Introduction to QuickBooks 2014	24	\$65	\$100
Introduction to QuickBooks 2015	24	\$65	\$100
Performing Payroll in QuickBooks 2012	24	\$65	\$100
Performing Payroll in QuickBooks 2013	24	\$65	\$100
Performing Payroll in QuickBooks 2014	24	\$65	\$100
Performing Payroll in Quickbooks 2015	24	\$65	\$100
Photoshop CC for the Digital Photographer	24	\$65	\$100
Photoshop CC 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 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 12 for the Digital Photographer II	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer II	24	\$65	\$100
QuickBooks 2012 for Contractors	24	\$65	\$100
QuickBooks 2013 for Contractors	24	\$65	\$100
QuickBooks 2015 for Contractors	24	\$65	\$100

Computer Applications	Hours	Cost	SRP
QuickBooks for Contractors 2014	24	\$65	\$100
What's New in Microsoft Office 2010	24	\$65	\$100
What's New in Microsoft Office 2013	24	\$65	\$100
Design and Composition	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 Responsive Web Pages	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
Discover Digital Photography	24	\$65	\$100
How to Get Started in Game Development	24	\$65	\$100
Intermediate CSS and XHTML	24	\$65	\$100
Intermediate Dreamweaver CS6	24	\$65	\$100
Intermediate Flash CS6	24	\$65	\$100
Intermediate Photoshop CC	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 Camtasia Studio	24	\$65	\$100
Introduction to CorelDRAW X5	24	\$65	\$100
Introduction to CSS and XHTML	24	\$65	\$100
Introduction to Dreamweaver CS6	24	\$65	\$100
Introduction to Final Cut Pro X	24	\$65	\$100
Introduction to Flash CS6	24	\$65	\$100
Introduction to Illustrator CS6	24	\$65	\$100
Introduction to InDesign CC	24	\$65	\$100
Introduction to InDesign CS6	24	\$65	\$100
Introduction to JavaScript	24	\$65	\$100
Introduction to Lightroom 4	24	\$65	\$100
Introduction to Lightroom 5	24	\$65	\$100
Introduction to Photoshop CC	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

Design and Composition	Hours	Cost	SRP
Photoshop CC for the Digital Photographer	24	\$65	\$100
Photoshop CC 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 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 12 for the Digital Photographer II	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer II	24	\$65	\$100
Secrets of Better Photography	24	\$65	\$100
Travel Photography for the Digital Photographer	24	\$65	\$100
Health Care and Medical	Hours	Cost	SRP
Become a Physical Therapy Aide	24	\$65	\$100
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
Become an Optical Assistant	24	\$65	\$100
Certificate in Brain Health	10	\$36	\$66
Certificate in Complementary and Alternative Medicine	24	\$114	\$144
Certificate in End of Life Care	18	\$78	\$108
Certificate in Food, Nutrition, and Health	16	\$65	\$96
Certificate in Gerontology	25	\$120	\$150
Certificate in Healing Environments	16	\$75	\$96
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	20	\$90	\$120
Certificate in Meditation	8	\$48	\$68
Certificate in Pain Assessment and Management	12	\$50	\$72
Certificate in Perinatal Issues	20	\$90	\$120
Certificate in Spirituality, Health, and Healing	25	\$160	\$210
Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$66
Certificate in Stress Management	14	\$54	\$84
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 Medical Coding	24	\$65	\$100
Explore a Career in Medical Transcription	24	\$65	\$100

Health Care and Medical	Hours	Cost	SRP
Explore a Career in Medical Writing	24	\$65	\$100
Explore a Career in Nursing	24	\$65	\$100
Handling Medical Emergencies	24	\$65	\$100
HIPAA Compliance	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 Natural Health and Healing	24	\$65	\$100
Legal Nurse Consulting	24	\$65	\$100
Medical Math	24	\$65	\$100
Medical Terminology: A Word Association Approach	24	\$65	\$100
Spanish for Medical Professionals	24	\$65	\$100
Spanish for Medical Professionals II	24	\$65	\$100
Start a Pet Sitting Business	24	\$65	\$100
Language and Arts	Hours	Cost	SRP
Advanced Fiction Writing	24	\$65	\$100
An Introduction to Teaching ESL/EFL	24	\$65	\$100
Beginner's Guide to Getting Published	24	\$65	\$100
Beginning Conversational French	24	\$65	\$100
Beginning Writer's Workshop	24	\$65	\$100
Conversational Japanese	24	\$65	\$100
Discover Digital Photography	24	\$65	\$100
Discover Sign Language	24	\$65	\$100
Drawing for the Absolute Beginner	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	24	\$65	\$100
How to Get Started in Game Development	24	\$65	\$100
How to Make Money From Your Writing	24	\$65	\$100
Instant Italian	24	\$65	\$100
Intermediate Flash CS6	24	\$65	\$100
Intermediate Photoshop CC	24	\$65	\$100
Intermediate Photoshop CS5	24	\$65	\$100
Intermediate Photoshop CS6	24	\$65	\$100
Introduction to Camtasia Studio	24	\$65	\$100
Introduction to CorelDRAW X5	24	\$65	\$100
Introduction to Digital Scrapbooking	24	\$65	\$100
Introduction to Final Cut Pro X	24	\$65	\$100

Language and Arts	Hours	Cost	SRP
Introduction to Flash CS6	24	\$65	\$100
Introduction to Guitar	24	\$65	\$100
Introduction to Illustrator CS6	24	\$65	\$100
Introduction to InDesign CC	24	\$65	\$100
Introduction to InDesign CS6	24	\$65	\$100
Introduction to Interior Design	24	\$65	\$100
Introduction to Internet Writing Markets	24	\$65	\$100
Introduction to Journaling	24	\$65	\$100
Introduction to Photoshop CC	24	\$65	\$100
Introduction to Photoshop CS5	24	\$65	\$100
Introduction to Photoshop CS6	24	\$65	\$100
Introduction to Screenwriting	24	\$65	\$100
Mastering Your Digital SLR Camera	24	\$65	\$100
Music Made Easy	24	\$65	\$100
Mystery Writing	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 CC 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 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 12 for the Digital Photographer II	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer II	24	\$65	\$100
Practical Ideas for the Adult ESL/EFL Classroom	24	\$65	\$100
Publish and Sell Your E-Books	24	\$65	\$100
Research Methods for Writers	24	\$65	\$100
Romance Writing	24	\$65	\$100
Secrets of Better Photography	24	\$65	\$100
Spanish for Law Enforcement	24	\$65	\$100
Spanish for Medical Professionals	24	\$65	\$100
Spanish for Medical Professionals II	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
Start Your Own Arts and Crafts Business	24	\$65	\$100

Language and Arts	Hours	Cost	SRP
Teaching ESL/EFL Grammar	24	\$65	\$100
Teaching ESL/EFL Reading	24	\$65	\$100
Teaching ESL/EFL Vocabulary	24	\$65	\$100
The Craft of Magazine Writing	24	\$65	\$100
The Keys to Effective Editing	24	\$65	\$100
Travel Photography for the Digital Photographer	24	\$65	\$100
Travel Writing	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 Essentials	24	\$65	\$100
Writing for Children	24	\$65	\$100
Writing for ESL	24	\$65	\$100
Writing Young Adult Fiction	24	\$65	\$100
Law and Legal	Hours	Cost	SRP
Employment Law Fundamentals	24	\$65	\$100
Explore a Career as a Paralegal	24	\$65	\$100
Introduction to Criminal Law	24	\$65	\$100
Legal Nurse Consulting	24	\$65	\$100
LSAT Preparation - Part 1	24	\$65	\$100
LSAT Preparation - Part 2	24	\$65	\$100
Real Estate Law	24	\$65	\$100
Workers' Compensation	24	\$65	\$100
Personal Development	Hours	Cost	SRP
Achieving Success with Difficult People	24	\$65	\$100
Assisting Aging Parents	24	\$65	\$100
Beginning Conversational French	24	\$65	\$100
Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$66
Common Core Standards for English Language Arts K-5	24	\$65	\$100
Conversational Japanese	24	\$65	\$100
Creating a Successful Business Plan	24	\$65	\$100
Discover Digital Photography	24	\$65	\$100
Discover Sign Language	24	\$65	\$100
Drawing for the Absolute Beginner	24	\$65	\$100
Easy English 1	24	\$65	\$100
Easy English 2	24	\$65	\$100
Easy English 3	24	\$65	\$100
Empowering Students With Disabilities	24	\$65	\$100
Enhancing Language Development in Childhood	24	\$65	\$100
Explore a Career in Nursing	24	\$65	\$100

Personal Development	Hours	Cost	SRP
Genealogy Basics	24	\$65	\$100
Get Assertive!	24	\$65	\$100
Get Funny!	24	\$65	\$100
GMAT Preparation	24	\$65	\$100
Grammar for ESL	24	\$65	\$100
Grammar Refresher	24	\$65	\$100
GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$100
GRE Preparation - Part 2 (Quantitative)	24	\$65	\$100
Growing Plants for Fun and Profit	24	\$65	\$100
Handling Medical Emergencies	24	\$65	\$100
Happy and Healthy Pregnancy	24	\$65	\$100
Homeschool With Success	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
Instant Italian	24	\$65	\$100
Intermediate Photoshop CC	24	\$65	\$100
Intermediate Photoshop CS5	24	\$65	\$100
Intermediate Photoshop CS6	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 Digital Scrapbooking	24	\$65	\$100
Introduction to Guitar	24	\$65	\$100
Introduction to Interior Design	24	\$65	\$100
Introduction to Internet Writing Markets	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 Photoshop CC	24	\$65	\$100
Introduction to Photoshop CS5	24	\$65	\$100
Introduction to Photoshop CS6	24	\$65	\$100
Introduction to Statistics	24	\$65	\$100
Introduction to Stock Options	24	\$65	\$100
Keys to Effective Communication	24	\$65	\$100

Personal Development	Hours	Cost	SRP
Keys to Successful Money Management	24	\$65	\$100
Leadership	24	\$65	\$100
Learn to Buy and Sell on eBay	24	\$65	\$100
Listen to Your Heart, and Success Will Follow	24	\$65	\$100
Lose Weight and Keep It Off	24	\$65	\$100
LSAT Preparation - Part 1	24	\$65	\$100
LSAT Preparation - Part 2	24	\$65	\$100
Luscious, Low-Fat, Lightning-Quick Meals	24	\$65	\$100
Managing Life as a Single Parent	24	\$65	\$100
Marketing Your Business on the Internet	24	\$65	\$100
Marriage and Relationships: Keys to Success	24	\$65	\$100
Mastering Public Speaking	24	\$65	\$100
Mastering Your Digital SLR Camera	24	\$65	\$100
Math Refresher	24	\$65	\$100
Medical Math	24	\$65	\$100
Merrill Ream Speed Reading	24	\$65	\$100
Music Made Easy	24	\$65	\$100
Navigating Divorce	24	\$65	\$100
Personal Finance	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 CC 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 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 12 for the Digital Photographer II	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer II	24	\$65	\$100
Practical Ideas for the Adult ESL/EFL Classroom	24	\$65	\$100
Prepare for the GED® Math Test	24	\$65	\$100
Prepare for the GED® Test	24	\$65	\$100
Publish and Sell Your E-Books	24	\$65	\$100
Ready, Set, Read!	24	\$65	\$100
Real Estate Investing	24	\$65	\$100
Response to Intervention: Reading Strategies That Work	24	\$65	\$100
Resume Writing Workshop	24	\$65	\$100
SAT/ACT Preparation - Part 1	24	\$65	\$100

Personal Development	Hours	Cost	SRP
SAT/ACT Preparation - Part 2	24	\$65	\$100
Secrets of Better Photography	24	\$65	\$100
Secrets of the Caterer	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
Skills for Making Great Decisions	24	\$65	\$100
Spanish for Law Enforcement	24	\$65	\$100
Spanish for Medical Professionals	24	\$65	\$100
Spanish for Medical Professionals II	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
Start a Pet Sitting Business	24	\$65	\$100
Start and Operate Your Own Home-Based Business	24	\$65	\$100
Start Your Own Arts and Crafts Business	24	\$65	\$100
Start Your Own Edible Garden	24	\$65	\$100
Start Your Own Gift Basket Business	24	\$65	\$100
Start Your Own Small Business	24	\$65	\$100
Starting a Consulting Practice	24	\$65	\$100
Stocks, Bonds, and Investing: Oh, My!	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
The Analysis and Valuation of Stocks	24	\$65	\$100
Travel Photography for the Digital Photographer	24	\$65	\$100
Twelve Steps to a Successful Job Search	24	\$65	\$100
Understanding Adolescents	24	\$65	\$100
Where Does All My Money Go?	24	\$65	\$100
Wow, What a Great Event!	24	\$65	\$100
Write Your Life Story	24	\$65	\$100
Writing for ESL	24	\$65	\$100
Teaching and Education	Hours	Cost	SRP
Boot Camp	24	\$0	\$0
A to Z Grant Writing	24	\$65	\$100
Advanced Grant Proposal Writing	24	\$65	\$100
An Introduction to Teaching ESL/EFL	24	\$65	\$100
Common Core Standards for English Language Arts K-5	24	\$65	\$100
Creating a Classroom Web Site	24	\$65	\$100

Teaching and Education	Hours	Cost	SRP
Creating Classroom Centers	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!	24	\$65	\$100
Grammar Refresher	24	\$65	\$100
GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$100
GRE Preparation - Part 2 (Quantitative)	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	24	\$65	\$100
Integrating Technology in the Classroom	24	\$65	\$100
Introduction to Algebra	24	\$65	\$100
Introduction to Microsoft Word 2011 for Mac	24	\$65	\$100
Leadership	24	\$65	\$100
LSAT Preparation - Part 1	24	\$65	\$100
LSAT Preparation - Part 2	24	\$65	\$100
Microsoft PowerPoint 2013 in the Classroom	24	\$65	\$100
Practical Ideas for the Adult ESL/EFL Classroom	24	\$65	\$100
Praxis I Preparation	24	\$65	\$100
Prepare for the GED® Math Test	24	\$65	\$100
Prepare for the GED® Test	24	\$65	\$100
Ready, Set, Read!	24	\$65	\$100
Response to Intervention: Reading Strategies That Work	24	\$65	\$100
SAT/ACT Preparation - Part 1	24	\$65	\$100
SAT/ACT Preparation - Part 2	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
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	24	\$65	\$100
Teaching Adult Learners	24	\$65	\$100
Teaching ESL/EFL Grammar	24	\$65	\$100
Teaching ESL/EFL Reading	24	\$65	\$100

Teaching and Education	Hours	Cost	SRP
Teaching ESL/EFL Vocabulary	24	\$65	\$100
Teaching High School Students	24	\$65	\$100
Teaching Math: Grades 4-6	24	\$65	\$100
Teaching Preschool: A Year of Inspiring Lessons	24	\$65	\$100
Teaching Science: Grades 4-6	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 4-6	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
Using the Internet in the Classroom	24	\$65	\$100
Web 2.0: Blogs, Wikis, and Podcasts	24	\$65	\$100
Writing Effective Grant Proposals	24	\$65	\$100
Writing for ESL	24	\$65	\$100
Technology	Hours	Cost	SRP
Achieving Top Search Engine Positions	24	\$65	\$100
Advanced CompTIA A+ Certification Prep	24	\$85	\$110
Advanced CSS3 and HTML5	24	\$65	\$100
Advanced PC Security	24	\$65	\$100
Advanced Web Pages	24	\$65	\$100
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
Computer Skills for the Workplace	24	\$65	\$100
Creating jQuery Mobile Websites With Dreamweaver	24	\$65	\$100
Creating Mobile Apps with HTML5	24	\$65	\$100
Creating Responsive Web Pages	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 C# Programming	24	\$65	\$100
Intermediate CompTIA A+ Certification Prep	24	\$85	\$110
Intermediate CSS and XHTML	24	\$65	\$100

Technology	Hours	Cost	SRP
Intermediate Dreamweaver CS6	24	\$65	\$100
Intermediate Flash CS6	24	\$65	\$100
Intermediate Java Programming	24	\$65	\$100
Intermediate Microsoft Access 2010	24	\$65	\$100
Intermediate Microsoft Access 2007	24	\$65	\$100
Intermediate Microsoft Access 2013	24	\$65	\$100
Intermediate Microsoft Excel 2010	24	\$65	\$100
Intermediate Microsoft Excel 2013	24	\$65	\$100
Intermediate Networking	24	\$65	\$100
Intermediate Oracle	24	\$65	\$100
Intermediate Photoshop CC	24	\$65	\$100
Intermediate Photoshop CS5	24	\$65	\$100
Intermediate Photoshop CS6	24	\$65	\$100
Intermediate PHP and MySQL	24	\$65	\$100
Intermediate SQL	24	\$65	\$100
Intermediate Visual Basic	24	\$65	\$100
Introduction to Adobe Edge Animate	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 Camtasia Studio	24	\$65	\$100
Introduction to CorelDRAW X5	24	\$65	\$100
Introduction to Crystal Reports	24	\$65	\$100
Introduction to CSS and XHTML	24	\$65	\$100
Introduction to Database Development	24	\$65	\$100
Introduction to Dreamweaver CS6	24	\$65	\$100
Introduction to Final Cut Pro X	24	\$65	\$100
Introduction to Flash CS6	24	\$65	\$100
Introduction to Google Analytics	24	\$65	\$100
Introduction to Illustrator CS6	24	\$65	\$100
Introduction to InDesign CC	24	\$65	\$100
Introduction to InDesign CS6	24	\$65	\$100
Introduction to Java Programming	24	\$65	\$100
Introduction to JavaScript	24	\$65	\$100
Introduction to Lightroom 4	24	\$65	\$100
Introduction to Lightroom 5	24	\$65	\$100
Introduction to Microsoft Access 2007	24	\$65	\$100
Introduction to Microsoft Access 2010	24	\$65	\$100
Introduction to Microsoft Access 2013	24	\$65	\$100

Technology	Hours	Cost	SRP
Introduction to Microsoft Excel 2010	24	\$65	\$100
Introduction to Microsoft Excel 2013	24	\$65	\$100
Introduction to Networking	24	\$65	\$100
Introduction to Oracle	24	\$65	\$100
Introduction to PC Security	24	\$65	\$100
Introduction to PC Troubleshooting	24	\$65	\$100
Introduction to Photoshop CC	24	\$65	\$100
Introduction to Photoshop CS5	24	\$65	\$100
Introduction to Photoshop CS6	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 SQL	24	\$65	\$100
Introduction to Visual Basic	24	\$65	\$100
Introduction to Windows 7	24	\$65	\$100
Introduction to Windows 8	24	\$65	\$100
Introduction to XML	24	\$65	\$100
Keyboarding	24	\$65	\$100
Mac, iPhone, and iPad Programming	24	\$65	\$100
Marketing Your Business on the Internet	24	\$65	\$100
Photoshop CC for the Digital Photographer	24	\$65	\$100
Photoshop CC 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 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 12 for the Digital Photographer II	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer	24	\$65	\$100
Photoshop Elements 13 for the Digital Photographer II	24	\$65	\$100
Understanding the Cloud	24	\$65	\$100
Web 2.0: Blogs, Wikis, and Podcasts	24	\$65	\$100
Wireless Networking	24	\$65	\$100
Write Effective Web Content	24	\$65	\$100
Writing and Publishing	Hours	Cost	SRP
A to Z Grant Writing	24	\$65	\$100
Advanced Fiction Writing	24	\$65	\$100
Advanced Grant Proposal Writing	24	\$65	\$100
Becoming a Grant Writing Consultant	24	\$65	\$100

Writing and Publishing	Hours	Cost	SRP
Beginner's Guide to Getting Published	24	\$65	\$100
Beginning Writer's Workshop	24	\$65	\$100
Business and Marketing Writing	24	\$65	\$100
Creating WordPress Websites	24	\$65	\$100
Creating WordPress Websites II	24	\$65	\$100
Effective Business Writing	24	\$65	\$100
Explore a Career in Medical Writing	24	\$65	\$100
Fundamentals of Technical Writing	24	\$65	\$100
Get Grants!	24	\$65	\$100
Grammar Refresher	24	\$65	\$100
How to Make Money From Your Writing	24	\$65	\$100
Intermediate Microsoft Word 2007	24	\$65	\$100
Intermediate Microsoft Word 2010	24	\$65	\$100
Introduction to Internet Writing Markets	24	\$65	\$100
Introduction to Journaling	24	\$65	\$100
Introduction to Microsoft Word 2007	24	\$65	\$100
Introduction to Screenwriting	24	\$65	\$100
Mystery Writing	24	\$65	\$100
Publish and Sell Your E-Books	24	\$65	\$100
Research Methods for Writers	24	\$65	\$100
Resume Writing Workshop	24	\$65	\$100
Romance Writing	24	\$65	\$100
The Craft of Magazine Writing	24	\$65	\$100
The Keys to Effective Editing	24	\$65	\$100
Travel Writing	24	\$65	\$100
Write and Publish Your Nonfiction Book	24	\$65	\$100
Write Effective Web Content	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 Effective Grant Proposals	24	\$65	\$100
Writing Essentials	24	\$65	\$100
Writing for Children	24	\$65	\$100
Writing for ESL	24	\$65	\$100
Writing the Fantasy Novel	24	\$65	\$100
Writing Young Adult Fiction	24	\$65	\$100