

## AGREEMENT

**THIS AGREEMENT** is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

(hereinafter referred to as "SBBC"),  
a body corporate and political subdivision of the State of Florida,  
whose principal place of business is  
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

**CENGAGE LEARNING, INC.**

(hereinafter referred to as "CENGAGE"),  
whose principal place of business is  
5191 Natorp Boulevard  
Mason, OH 45040

**WHEREAS**, CENGAGE develops, designs, produces and distributes Education To Go (hereinafter referred to as "ED2GO") online educational courses and content for Web-based Training (hereinafter referred to as "WBT") and instruction delivered via Internet; and

**WHEREAS**, SBBC is an academic, educational and training institution interested in offering WBT courses produced by Cengage for SBBC's students, employees and members of the public (hereinafter referred to as "Students"); and

**WHEREAS**, SBBC desires to offer continuing education courses developed by CENGAGE for their Students. CENGAGE is a provider of an online continuing education program, which is complete and ready for immediate use; and

**WHEREAS**, pursuant to the Department of Education, Rule 6A-1.012, 11(b), Florida Administrative Code as authorized by Section 1010.04(4)(a), Florida Statutes, and School Board Policy 3320, Section II, H, the requirement for requesting competitive solicitation for commodities or contractual services from three or more sources is hereby waived for SBBC's purchase of educational services.

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

### **ARTICLE 1 - RECITALS**

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

### **ARTICLE 2 – SPECIAL CONDITIONS**

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence on July 1, 2020 and conclude on June 30, 2023. The term of the Agreement may, by mutual agreement between SBBC and CENGAGE, be extended for two (2) additional one-year periods.

2.02 **Courses**. At SBBC's request, CENGAGE will make available to SBBC and Students, online education courses available through ED2GO, including course materials, online instructors, course hosting, and evaluation (the "Courses"). CENGAGE will host the Courses on ED2GO's website through a portal accessed through SBBC's own website. SBBC's online account will be established by CENGAGE and reviewed by SBBC for final approval. An Online Instruction Center, Online Administration Center and Classroom will be created for SBBC's account. Courses are more fully described on **Attachment A**, attached hereto and made a part hereof. Courses are listed in ED2GO's catalog, which is updated periodically as new Courses are announced and added to CENGAGE's offerings.

2.03 **Cost of Services**. SBBC shall pay CENGAGE for services rendered under this Agreement in accordance with **Attachment A**. Prices charged to SBBC by CENGAGE are subject to change upon one hundred twenty (120) days' notice to SBBC. SBBC may determine its own prices to charge Students for Courses. The price to SBBC of each Instructor Facilitated Short Course is indicated on the Price List which is attached hereto and made part of **Attachment A**. SBBC may determine its own fees charged to Students for Instructor Facilitated Short Courses. Collection of course fees from Students is the responsibility of CENGAGE. SBBC will receive payments for all verified enrollments from the cobranded web portal developed by CENGAGE at no cost to SBBC. The payments will be sent from CENGAGE to SBBC on a monthly basis. Payments to SBBC will be administered as a net check. The net check which will account for the wholesale cost for each course as well as the administration fees for the Online Payment Service. There are no applicable fees due to CENGAGE for enrolled students after the net check has been issued. The payment statements will include the student's information for SBBC administrative purposes.

2.04 **Refunds**. CENGAGE will refund to SBBC, CENGAGE's price of Course for any Student who drops a Course after enrollment, but before completion, and explains in writing his or her dissatisfaction with the Course, provided SBBC also refunds an equal amount to the Student. The Student dropping the Course shall do so in conformity with SBBC's stated add/drop and refund policies. Failure of the Student to drop the Course in conformity with these policies shall nullify CENGAGE's obligation to pay the refund hereunder. SBBC will provide CENGAGE with a copy of SBBC's stated add/drop and refund policies. CENGAGE may, at its discretion, append a copy of said policies to the Course materials in a place and in a manner that CENGAGE deems appropriate. In no event shall a Student, either directly or through SBBC, be entitled to drop a Course, and thereby claim a refund, after CENGAGE certifies or provides proof of the Student's successful completion of the Course.

2.05 **Costs**. CENGAGE shall be responsible for the costs incurred for producing and delivering the Courses via the Internet. The Students shall be responsible for any costs incurred for the purpose of receiving the Courses, including, but not limited to, the costs for hardware, software, Internet access and telephone charges.

2.06 **SBBC Disclosure of Education Records**.

(a) SBBC will provide CENGAGE the education records listed in this section for the purpose of creating accounts.

(b) SBBC will provide CENGAGE, through candidate online registration, with the following education records:

- 1) student first and last name

- 2) student personal email address
- 3) name of school

(c) CENGAGE will have access to all responses and work input by students into CENGAGE's online system, as CENGAGE stores and maintains this information.

(d) CENGAGE is considered a "school official" with a legitimate educational interest to receive the aforementioned types of information from SBBC student education records for the purposes listed above. Pursuant to the Family Education Rights and Privacy Act (FERPA), 34 CFR 99.31(a)(1), these records may be provided without prior parental consent. Prior written consent of the parent or student age eighteen (18) or over is needed for any types or purposes of disclosures of education records beyond those listed above.

(e) The requirements of this section shall supersede any use of student information as listed in CENGAGE's privacy policies.

#### 2.07 **CENGAGE Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, CENGAGE shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon reasonable request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at [privacy@browardschools.com](mailto:privacy@browardschools.com), and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) CENGAGE shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

## 2.08 **SBBC Disclosure of Employee Information.**

(a) VENDOR will utilize employee's information to create user accounts.

(b) SBBC will provide the following employee information to VENDOR:

- 1) employee first and last name
- 2) employee personal or school mailing address\*
- 3) employee personal or work phone number\*
- 4) employee personal or work email address\*

\*Employee has choice to input personal or work contact information when registering.

(c) VENDOR shall not use the employee records listed in this section for any purpose other than those listed above or re-disclose the records to any outside source without the prior written consent of the employee, except as required or allowable by law.

(d) The requirements of this section shall supersede any use of employee information as listed in CENGAGE's privacy policies.

(e) In addition, these services will be offered to the general public, and information input by the general public must be safeguarded pursuant to the requirements listed in section 2.09 of this agreement.

2.09 **VENDOR Safeguarding Confidential Employee Records.**  
Notwithstanding any provision to the contrary within this Agreement, VENDOR shall:

(a) fully comply with the requirements of state or federal law or regulation regarding the confidentiality of employee records;

(b) hold the employee records in strict confidence and not use or disclose same except as required by this Agreement or as required or permitted by law;

(c) only share employee records with those who have a need to access the information in order to perform their assigned duties in the performance of this Agreement;

(d) protect employee records through administrative, physical and technological safeguards to ensure adequate controls are in place to protect the employee's records and information;

(e) notify SBBC immediately upon discovery of a breach of confidentiality of employee records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at [privacy@browardschools.com](mailto:privacy@browardschools.com); and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

(f) prepare and distribute, at its own cost, any and all required notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so; and

(g) be responsible for any fines or penalties for failure to meet notice requirements pursuant to federal and/or Florida law. This section shall survive the termination of all performance or obligations under this Agreement.

2.10 **Inspection of CENGAGE's Records by SBBC.** CENGAGE shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All CENGAGE's applicable records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify the applicable business records of CENGAGE directly relating to this Agreement in order to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year.

(a) Duration of Right to Inspect. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to CENGAGE's records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to CENGAGE pursuant to this Agreement.

(b) Notice of Inspection. SBBC's agent or its authorized representative shall provide CENGAGE reasonable advance written notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(c) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to CENGAGE's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(d) Failure to Permit Inspection. Failure by CENGAGE to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for SBBC's denial of some or all of any CENGAGE's claims for payment.

(e) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by CENGAGE in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by CENGAGE. If the audit discloses billings or charges to which CENGAGE is not contractually entitled, CENGAGE shall pay said sum to SBBC within twenty (20) days of receipt of written demand unless otherwise agreed to in writing by both parties.

(f) Inspection of Subcontractor's Records. If applicable, CENGAGE shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by CENGAGE to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payees' costs from amounts payable by SBBC to CENGAGE pursuant to this Agreement and such excluded costs shall become the liability of CENGAGE.

(g) Inspector General Audits. CENGAGE shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.11 Ownership of Intellectual Property. CENGAGE shall retain all title, copyright, trade secrets, patents, trademarks and other propriety rights in the Courses and all modifications, enhancements, and other works derivative of the Courses. SBBC shall not acquire any rights, expressed or implied, in the Courses or modifications, enhancements or works derivative of the Courses, other than those rights identified in this Agreement. CENGAGE shall retain all right, title and interest to all trademarks, trade names and logos used by CENGAGE in association with the Courses. SBBC shall not claim or receive any ownership rights to the Courses or such trademarks, trade names or logos. The Courses, or any portion thereof, may not be reproduced, duplicated, copied, sold, resold or otherwise exploited for any commercial purpose without the prior written consent of CENGAGE.

2.12 **SBBC Trademarks.** SBBC agrees that, during the term of this Agreement, CENGAGE may include SBBC in CENGAGE's partner listings and may place SBBC's name and logo, if requested, on CENGAGE's Online Instruction Center Website and in collateral marketing materials relating to CENGAGE's product and services. SBBC hereby grants CENGAGE the right to use SBBC's trademarks (name and logo only) designated by SBBC for such uses, subject to SBBC's trademark/logo usage guidelines, if any, provided by SBBC to CENGAGE.

2.13 **Advertising.** CENGAGE hereby grants SBBC permission to use ED2GO's name and qualifications, its Course descriptions and the names, likenesses and biographies of its instructors for SBBC to use in advertising or promoting the Courses.

2.14 **Marketing Support.** CENGAGE will provide SBBC with marketing materials and assistance to promote Courses and Programs as determined by CENGAGE.

2.15 **Marketing Requirements.** SBBC shall promote ED2GO courses. SBBC shall promote ED2GO courses on SBBC's Website, including, at a minimum, a link to course listings, where students may enroll in the courses. As part of an effective marketing program, SBBC should offer at least seventy-five (75%) of ED2GO's course catalog a minimum of eight (8) months (sections) each year.

2.16 **Taxes.** CENGAGE shall be responsible for collecting applicable federal, state and other taxes applicable to its purchase, sale or use of the Courses.

2.17 **Waivers and Amendments.** Any waiver of any term or condition of this Agreement, or any amendment or supplement to this Agreement, shall be effective only if in writing and signed by the Parties. In the event of a conflict between a provision of an amendment to this Agreement and the body of this Agreement, the provision contained in the amendment shall prevail. A waiver of any breach or failure to enforce any terms or conditions of this Agreement shall not in any way affect, limit or waive any other term or provision or a Party's rights under this Agreement at any time to enforce strict compliance thereafter with every term or condition of this Agreement.

2.18 **Confidentiality - Non Disclosure.** By virtue of this Agreement, the Parties may have access to information that is confidential to one another. Confidential Information shall be limited to the online course materials, the terms and pricing under this Agreement, and all information clearly identified (whether orally or in writing) as confidential.

A Parties' Confidential Information shall not include information that: (a) is or becomes part of the public domain through no act or omission of the other Party; (b) was in the other Parties' lawful possession prior to the disclosure and had not been obtained by the other Party either directly or indirectly from the disclosing Party; (c) is lawfully disclosed to the other Party by a third party without restriction on disclosure; (d) is independently developed by the other Party; or (e) is required to be disclosed by applicable law.

The Parties agree to hold each other's Confidential Information in confidence during the term of this Agreement and for a period of two (2) years after termination of this Agreement. The Parties agree, unless required by law, not to make each other's Confidential Information available in any form to any third party or to use each other's Confidential Information for any purpose other than the implementation of this Agreement. Each Party agrees to take all reasonable steps to ensure that Confidential Information is not disclosed or distributed by its employees or agents in violation of the terms of this Agreement.

2.19 **Cancellation of Online Course(s).** In the event CENGAGE cancels any online course, Students in said Course will be rescheduled for the next available period, unless SBBC elects to decline such rescheduling and so notifies CENGAGE. SBBC acknowledges that each online Course is taught by an instructor who has been engaged for this purpose by CENGAGE. CENGAGE expressly reserves the right to cancel, without prejudice, any online Course if the instructor is unable to perform his or her duties and if, in the event of such disability, suitable replacement cannot be found. The exercise of this cancellation right is conditioned upon CENGAGE's making a full refund to SBBC, within thirty (30) days of cancellation, for any fee already paid for the canceled Course.

2.20 **Law Applicable.** This agreement shall be interpreted according to the laws of the State of Florida, excluding its conflict of laws provisions which would require the application of the laws of another jurisdiction.

2.21 **Copyright Infringement.** CENGAGE warrants, to the best of CENGAGE's knowledge that Participant's authorized use of intellectual property described herein shall not infringe any third party's valid patent or copyright existing as of the effective date of this Agreement. In the event that it is determined by a final action of a court of competent jurisdiction that SBBC's authorized use of said intellectual property is infringing on a third party's rights, then at CENGAGE's sole option and discretion, CENGAGE shall use commercially reasonable efforts to: (a) obtain for SBBC the right to continue using the intellectual property; or (b) replace or modify the intellectual property so that it becomes non-infringing and retain substantial functional equivalency. CENGAGE shall hold harmless and defend SBBC against any and all suits based on any claim that the use of the intellectual property by SBBC under this Agreement infringes on any United States patent or copyright, provided CENGAGE is promptly notified in writing of any such suit or claim against SBBC and further provided that SBBC permits to defend, compromise, or settle the same, and gives CENGAGE all available information, reasonable assistance, and authority to enable CENGAGE to do so. This indemnity shall not apply to any infringement arising out of: (i) the alteration or modification of the intellectual property by SBBC; or (ii) any use of the intellectual property which is not authorized herein.

2.22 **Notice.** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

With a Copy to: Director, Career, Technical, Adult & Community  
Education  
The School Board of Broward County, Florida  
1701 NW 23rd Avenue Fort  
Lauderdale, FL 33311

To CENGAGE: Cengage Learning, Inc.  
Division of Cengage Learning, Inc.  
P.O. Box 760  
Temecula, CA 92593-0760



2.23 **Background Screening.** CENGAGE shall comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of CENGAGE or its personnel providing any services under the conditions described in the previous sentence. CENGAGE shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to CENGAGE and its personnel. The parties agree that the failure of CENGAGE to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. CENGAGE agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from CENGAGE's failure to comply with the requirements of this section or with Sections 1012.32 and 1012.465, Florida Statutes.

2.24 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. CENGAGE shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, CENGAGE shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. CENGAGE shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if CENGAGE does not transfer the public records to SBBC. Upon completion of the Agreement, CENGAGE shall transfer, at no cost, to SBBC all public records in possession of CENGAGE or keep and maintain public records required by SBBC to perform the services required under the Agreement. If CENGAGE transfers all public records to SBBC upon completion of the Agreement, CENGAGE shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CENGAGE keeps and maintains public records upon completion of the Agreement, CENGAGE shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

**IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

2.25 **Limitation of Liability for Online Courses.** CENGAGE shall not be liable for defects in transmission, connectivity, Internet, Internet service provider, virus, interruptions, disruptions or delays, including those which may be caused by regulatory or judicial authorities. IN NO EVENT SHALL CENGAGE BE LIABLE IN ANY RESPECT FOR INDIRECT, CONSEQUENTIAL, SPECIAL INCIDENTAL, ACTUAL, PUNITIVE DAMAGES, ARISING

OUT OF THIS AGREEMENT OR ACTS OR OMISSIONS IN FULLFILLING ITS OBLIGATIONS HEREUNDER.

2.26 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

By CENGAGE: CENGAGE agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all third party claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by CENGAGE, its agents, servants or employees; the equipment of CENGAGE, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of CENGAGE or the negligence of CENGAGE's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by CENGAGE, SBBC or otherwise.

2.27 **Insurance Requirements.** CENGAGE shall comply with the following insurance requirements throughout the term of this Agreement:

(a) **General Liability.** CENGAGE shall maintain General Liability insurance during the term of this Agreement with limits not less than \$1,000,000 per occurrence for Bodily Injury/Property Damage; \$1,000,000 General Aggregate; and limits not less than \$1,000,000 for Products/Completed Operations Aggregate.

(b) **Professional Liability/Errors & Omissions.** CENGAGE shall maintain Professional Liability/Errors & Omissions insurance during the term of this Agreement with a limit of not less than \$1,000,000 per occurrence covering services provided under this Agreement.

(c) **Workers' Compensation.** CENGAGE shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

(d) **Acceptability of Insurance Carriers.** The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(e) **Verification of Coverage.** Proof of the required insurance must be furnished by CENGAGE to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit CENGAGE to remedy any deficiencies.

CENGAGE must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(f) **Required Conditions.** Liability policies must include the following terms on the Certificate of Insurance:

- 1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.
- 2) All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.
- 3) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(h) **Cancellation of Insurance.** CENGAGE is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(i) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.28 **Equal Opportunity Provision.** The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

2.29 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.30 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

2.31 **Incorporation by Reference.** Attachment A attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

### **ARTICLE 3 – GENERAL CONDITIONS**

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws.** Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies

or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense (“Force Majeure”). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have made and executed this Agreement on the date first above written.

**[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]**

**FOR SBBC:**

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

ATTEST:

By \_\_\_\_\_  
Donna P. Korn, Chair

\_\_\_\_\_  
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Digitally signed by Eric  
Abend  
Reason: Cengage 2020  
Date: 2020.05.20  
10:23:37 -04'00'

\_\_\_\_\_  
Office of the General Counsel

**[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]**

**FOR CENGAGE:**

(Corporate Seal)

ATTEST:

[Signature]  
\_\_\_\_\_  
Jocelyn Barton, Secretary

-or-

**CENGAGE LEARNING, INC.**

By [Signature]  
\_\_\_\_\_  
Signature

Printed Name: Cory Eyer

Title: General Manager, VP

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of officer or agent, title of officer or agent) of \_\_\_\_\_ (name of corporation acknowledging), a \_\_\_\_\_ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification and who  did/ did not first take an oath this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires:

\_\_\_\_\_

Signature – Notary Public

\_\_\_\_\_  
Notary's Printed Name

(SEAL)

See Attached

\_\_\_\_\_  
Notary's Commission No.



# JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

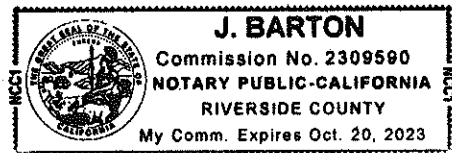
County of Riverside

Subscribed and sworn to (or affirmed) before me on this 19 day of May,

2020 by Cory Eyer

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

[Signature]  
Signature (Seal)



## OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

Agreement  
(Title or description of attached document)

SBBC & ed2go  
(Title or description of attached document continued)

Number of Pages 16 Document Date 5/19/20

N/A  
Additional information

## INSTRUCTIONS

The wording of all Jurats completed in California after January 1, 2015 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one with does contain the proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
  - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document with a staple.

# ATTACHMENT A

## Broward Community Schools Product Price List

March 2020

Bundles	Product	Accounting and Finance	Hours	Cost	Retail
	B8537	Accounting Fundamentals Series	48	\$129	\$153
	B9093	Accounting with Excel 2016 Suite	96	\$295	\$319
	B9096	Financial Analyst Suite	96	\$295	\$319
	B8460	Microsoft Excel 2016 Series	72	\$210	\$234
	B8453	Microsoft Office 2016 Value Suite	72	\$210	\$234
	B8470	QuickBooks 2016 Series	48	\$129	\$153
	B8911	QuickBooks 2017 Series	48	\$129	\$153
	B9173	QuickBooks 2018 Series	48	\$129	\$153
	B8580	Real Estate Suite	72	\$199	\$223
B8564	Stock Trading Suite	72	\$199	\$223	
Product	Business	Hours	Cost	Retail	
B8755	A to Z Grant Writing Series	48	\$129	\$153	
B8537	Accounting Fundamentals Series	48	\$129	\$153	
B9093	Accounting with Excel 2016 Suite	96	\$295	\$319	
B8547	Administrative Assistant Suite	72	\$199	\$223	
B8509	Basic Computer Skills Suite	72	\$199	\$223	
B8565	Digital Marketing Suite	72	\$199	\$223	
B8550	Entrepreneurship Suite	72	\$199	\$223	
B9092	Event Planning Suite	48	\$129	\$153	
B9096	Financial Analyst Suite	96	\$295	\$319	
B8703	Grammar Refresher Series	48	\$129	\$153	
B8508	Grant Writing Suite	72	\$199	\$223	
B9065	Health Care Entrepreneurship Bundle	23	\$75	\$99	
B9164	Human Resource Management Suite	72	\$199	\$223	
B8507	Leadership Suite	96	\$295	\$319	
B8460	Microsoft Excel 2016 Series	72	\$210	\$234	
B8453	Microsoft Office 2016 Value Suite	72	\$210	\$234	
B8551	Microsoft Word 2016 Series	48	\$145	\$169	
B8928	New Manager Suite	72	\$199	\$223	
B9006	Nonprofit Management and Grant Writing Suite	96	\$295	\$319	
B8548	Nonprofit Suite	72	\$199	\$223	
B8579	Presentation Skills Suite	72	\$199	\$223	
B8897	Project Management Fundamentals Series	48	\$129	\$153	
B8539	Project Management Professional (PMP) Prep Series	48	\$146	\$170	
B8549	Project Management Suite	72	\$199	\$223	
B8470	QuickBooks 2016 Series	48	\$129	\$153	
B8911	QuickBooks 2017 Series	48	\$129	\$153	
B8598	Sales Training Suite	72	\$199	\$223	
B8925	Self-Improvement Suite	72	\$199	\$223	

Bundles

Product	Business	Hours	Cost	Retail
B9094	Small Business Suite	72	\$199	\$223
B8506	Soft Skills Suite	96	\$295	\$319
B9731	Supervisor Suite	72	\$199	\$223
B8597	Supply Chain Suite	72	\$199	\$223
Product	College Readiness	Hours	Cost	Retail
B8541	GRE Prep Series	48	\$129	\$153
B8472	Human Physiology Series	48	\$129	\$153
B9332	Prepare for GED Test Series	48	\$129	\$153
B8540	SAT/ACT Prep Series	48	\$129	\$153
Product	Computer Applications	Hours	Cost	Retail
B9093	Accounting with Excel 2016 Suite	96	\$295	\$319
B9579	Accounting with MS Excel 2019 Suite	96	\$295	\$319
B8501	Adobe Value Suite	72	\$199	\$223
B8477	Microsoft Access 2016 Series	48	\$145	\$169
B9376	Microsoft Access 2019/Office 365 Series	48	\$145	\$169
B8460	Microsoft Excel 2016 Series	72	\$210	\$234
B9404	Microsoft Excel 2019/Office 365 Series	72	\$210	\$234
B8453	Microsoft Office 2016 Value Suite	72	\$210	\$234
B9377	Microsoft Office 2019/365 Value Suite	72	\$210	\$234
B8551	Microsoft Word 2016 Series	48	\$145	\$169
B9379	Microsoft Word 2019/Office 365 Series	48	\$145	\$169
B8470	QuickBooks 2016 Series	48	\$129	\$153
B8911	QuickBooks 2017 Series	48	\$129	\$153
B9405	QuickBooks 2019 Series	48	\$129	\$153
Product	Design and Composition	Hours	Cost	Retail
B8542	Creating WordPress Websites Series	48	\$129	\$153
B8566	HTML and CSS Series	72	\$199	\$223
B8546	Photography Suite	72	\$199	\$223
B8473	Web Design Value Suite	72	\$199	\$223
Product	Healthcare and Medical	Hours	Cost	Retail
B9026	Aging and Health Bundle	45	\$165	\$189
B9095	Animal Lover Suite	72	\$199	\$223
B8596	Explore a Career in Healthcare Suite	72	\$199	\$223
B9055	Global Health and Healing Bundle	42	\$155	\$179
B9052	Health and Well-Being Bundle	77	\$320	\$344
B9065	Health Care Entrepreneurship Bundle	23	\$75	\$99
B8924	Medical Office Basics Suite	96	\$295	\$319
B8478	Medical Spanish Series	48	\$129	\$153
B8719	Medical Terminology Series	48	\$129	\$153
B9034	Mind-Body Therapies Bundle	40	\$165	\$189

**Bundles**

<b>Product</b>	<b>Healthcare and Medical</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
B9033	Nutrition and Health Bundle	28	\$118	\$142
B9064	Pain Management and End of Life Bundle	33	\$115	\$139
B8563	Veterinary Assistant Series	72	\$199	\$223
B9099	Women's Health Bundle	47	\$174	\$198
<b>Product</b>	<b>Language and Arts</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
B8546	Photography Suite	72	\$199	\$223
<b>Product</b>	<b>Law and Legal</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
B9748	Introduction to Law Suite	72	\$199	\$223
B9730	Paralegal Suite	96	\$295	\$319
B8479	Workplace Law Essentials Value Suite	48	\$129	\$153
<b>Product</b>	<b>Personal Development</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
B8550	Entrepreneurship Suite	72	\$199	\$223
B8703	Grammar Refresher Series	48	\$129	\$153
B8541	GRE Prep Series	48	\$129	\$153
B9065	Health Care Entrepreneurship Bundle	23	\$75	\$99
B8927	Healthy Living Suite	72	\$199	\$223
B8929	Healthy Relationships Suite	72	\$199	\$223
B8507	Leadership Suite	96	\$295	\$319
B9566	LSAT Preparation Series	48	\$129	\$153
B8926	New Career Suite	72	\$199	\$223
B8546	Photography Suite	72	\$199	\$223
B9332	Prepare for GED Test Series	48	\$129	\$153
B8579	Presentation Skills Suite	72	\$199	\$223
B8539	Project Management Professional (PMP) Prep Series	48	\$146	\$170
B8580	Real Estate Suite	72	\$199	\$223
B8540	SAT/ACT Prep Series	48	\$129	\$153
B8925	Self-Improvement Suite	72	\$199	\$223
B9094	Small Business Suite	72	\$199	\$223
B8506	Soft Skills Suite	96	\$295	\$319
B8475	Speed Spanish Series	72	\$199	\$223
B8564	Stock Trading Suite	72	\$199	\$223
<b>Product</b>	<b>Teaching and Education</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
B8755	A to Z Grant Writing Series	48	\$129	\$153
B8481	Educator's Fundamentals Series	72	\$199	\$223
B8703	Grammar Refresher Series	48	\$129	\$153
B9332	Prepare for GED Test Series	48	\$129	\$153
B8567	Reading Strategies Suite	96	\$295	\$319
B9584	TEAS Prep Series	48	\$129	\$153
<b>Product</b>	<b>Technology</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
B8509	Basic Computer Skills Suite	72	\$199	\$223

<b>Bundles</b>	<b>Product</b>	<b>Technology</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	B8538	C# Programming Series	48	\$129	\$153
	B8568	Computer Networking Suite	72	\$199	\$223
	B8542	Creating WordPress Websites Series	48	\$129	\$153
	B8565	Digital Marketing Suite	72	\$199	\$223
	B9149	Front End Developer Suite	72	\$199	\$223
	B8566	HTML and CSS Series	72	\$199	\$223
	B9148	Java Developer Suite	72	\$199	\$223
	B8476	Java Programming Series	48	\$129	\$153
	B8578	Oracle Series	48	\$129	\$153
	B8577	PHP and MySQL Series	48	\$129	\$153
	B8510	SQL Series	48	\$129	\$153
	B8576	Visual Basic Series	48	\$129	\$153
	<b>Product</b>	<b>Writing and Publishing</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
B8755	A to Z Grant Writing Series	48	\$129	\$153	
B9583	Creative Writing Value Suite	72	\$199	\$223	
B9569	Explore Fiction Writing Genres Suite	96	\$245	\$269	
B9568	Explore Non-Fiction Writing Suite	96	\$245	\$269	
B8703	Grammar Refresher Series	48	\$129	\$153	
B8508	Grant Writing Suite	72	\$199	\$223	
B8500	Writing and Editing Value Suite	72	\$199	\$223	
B9570	Writing Fiction Series	48	\$129	\$153	
<b>Fundamentals</b>	<b>Product</b>	<b>Accounting and Finance</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	fun	Accounting Fundamentals	24	\$75	\$99
	af2	Accounting Fundamentals II	24	\$75	\$99
	ae0	Advanced Microsoft Excel 2010	24	\$75	\$99
	ax8	Advanced Microsoft Excel 2013	24	\$75	\$99
	ax6	Advanced Microsoft Excel 2016	24	\$80	\$104
	na9	Intermediate Microsoft Access 2019/Office 365	24	\$80	\$104
	nx0	Intermediate Microsoft Excel 2010	24	\$75	\$99
	nx8	Intermediate Microsoft Excel 2013	24	\$75	\$99
	nx6	Intermediate Microsoft Excel 2016	24	\$80	\$104
	nx9	Intermediate Microsoft Excel 2019/Office 365	24	\$80	\$104
	qi3	Intermediate QuickBooks 2013	24	\$75	\$99
	qi4	Intermediate QuickBooks 2014	24	\$75	\$99
	qi5	Intermediate QuickBooks 2015	24	\$75	\$99
	qi6	Intermediate QuickBooks 2016	24	\$75	\$99
	qi7	Intermediate QuickBooks 2017	24	\$75	\$99
	qi8	Intermediate QuickBooks 2018	24	\$75	\$99
	cri	Introduction to Crystal Reports	24	\$75	\$99

Fundamentals

Product	Accounting and Finance	Hours	Cost	Retail
ixt	Introduction to Microsoft Excel 2010	24	\$75	\$99
ix6	Introduction to Microsoft Excel 2016	24	\$80	\$104
q13	Introduction to QuickBooks 2013	24	\$75	\$99
q14	Introduction to QuickBooks 2014	24	\$75	\$99
q15	Introduction to QuickBooks 2015	24	\$75	\$99
q16	Introduction to QuickBooks 2016	24	\$75	\$99
q17	Introduction to QuickBooks 2017	24	\$75	\$99
q18	Introduction to QuickBooks 2018	24	\$75	\$99
qol	Introduction to QuickBooks Online	24	\$75	\$99
iso	Introduction to Stock Options	24	\$75	\$99
bwl	Keys to Successful Money Management	24	\$65	\$89
pts	Microsoft Excel - Pivot Tables	24	\$75	\$99
qp3	Performing Payroll in QuickBooks 2013	24	\$75	\$99
qp4	Performing Payroll in QuickBooks 2014	24	\$75	\$99
qp5	Performing Payroll in QuickBooks 2015	24	\$75	\$99
pfn	Personal Finance	24	\$75	\$99
qc4	QuickBooks 2013 for Contractors	24	\$75	\$99
qc6	QuickBooks 2015 for Contractors	24	\$75	\$99
qc5	QuickBooks for Contractors 2014	24	\$75	\$99
rei	Real Estate Investing	24	\$65	\$89
sbi	Stocks, Bonds, and Investing: Oh, My!	24	\$65	\$89
wdm	Where Does All My Money Go?	24	\$65	\$89
Product	Business	Hours	Cost	Retail
gw1	A to Z Grant Writing	24	\$75	\$99
agw	A to Z Grant Writing II - Beyond the Basics	24	\$75	\$99
fun	Accounting Fundamentals	24	\$75	\$99
af2	Accounting Fundamentals II	24	\$75	\$99
sdp	Achieving Success with Difficult People	24	\$75	\$99
se1	Achieving Top Search Engine Positions	24	\$75	\$99
aaa	Administrative Assistant Applications	24	\$75	\$99
cop	Administrative Assistant Fundamentals	24	\$75	\$99
adp	Advanced Grant Proposal Writing	24	\$75	\$99
ax6	Advanced Microsoft Excel 2016	24	\$80	\$104
gwc	Becoming a Grant Writing Consultant	24	\$75	\$99
btw	Building Teams That Work	24	\$75	\$99
bmw	Business and Marketing Writing	24	\$75	\$99
bfn	Business Finance for Non-Finance Personnel	24	\$75	\$99
0sb	Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$60
csw	Computer Skills for the Workplace	24	\$75	\$99
cbp	Creating a Successful Business Plan	24	\$75	\$99

	Product	Business	Hours	Cost	Retail
<b>Fundamentals</b>	dew	Designing Effective Websites	24	\$75	\$99
	dln	Distribution and Logistics Management	24	\$75	\$99
	ebw	Effective Business Writing	24	\$75	\$99
	eff	Effective Selling	24	\$75	\$99
	elp	Employment Law Fundamentals	24	\$75	\$99
	sup	Fundamentals of Supervision and Management	24	\$75	\$99
	su2	Fundamentals of Supervision and Management II	24	\$75	\$99
	ggr	Get Grants!	24	\$75	\$99
	grr	Grammar Refresher	24	\$65	\$89
	gr2	Grammar Refresher II	24	\$65	\$89
	gpf	Growing Plants for Fun and Profit	24	\$65	\$89
	hpo	High Performance Organization	24	\$75	\$99
	pme	High Speed Project Management	24	\$75	\$99
	wc2	How to Make Money From Your Writing	24	\$75	\$99
	pie	Individual Excellence	24	\$75	\$99
	na0	Intermediate Microsoft Access 2010	24	\$75	\$99
	ai3	Intermediate Microsoft Access 2013	24	\$75	\$99
	na6	Intermediate Microsoft Access 2016	24	\$80	\$104
	na9	Intermediate Microsoft Access 2019/Office 365	24	\$80	\$104
	nx0	Intermediate Microsoft Excel 2010	24	\$75	\$99
	nx8	Intermediate Microsoft Excel 2013	24	\$75	\$99
	nx6	Intermediate Microsoft Excel 2016	24	\$80	\$104
	nx9	Intermediate Microsoft Excel 2019/Office 365	24	\$80	\$104
	iw0	Intermediate Microsoft Word 2010	24	\$75	\$99
	n13	Intermediate Microsoft Word 2013	24	\$75	\$99
	nw6	Intermediate Microsoft Word 2016	24	\$80	\$104
	nw9	Intermediate Microsoft Word 2019/Office 365	24	\$80	\$104
	qi4	Intermediate QuickBooks 2014	24	\$75	\$99
	qi5	Intermediate QuickBooks 2015	24	\$75	\$99
	qi6	Intermediate QuickBooks 2016	24	\$75	\$99
	qi7	Intermediate QuickBooks 2017	24	\$75	\$99
	ipc	Interpersonal Communication	24	\$65	\$89
	iba	Introduction to Business Analysis	24	\$75	\$99
	iga	Introduction to Google Analytics	24	\$75	\$99
	ind	Introduction to Interior Design	24	\$75	\$99
	iwm	Introduction to Internet Writing Markets	24	\$75	\$99
	ia0	Introduction to Microsoft Access 2010	24	\$75	\$99
	ia8	Introduction to Microsoft Access 2013	24	\$75	\$99
	ia6	Introduction to Microsoft Access 2016	24	\$80	\$104
	ac9	Introduction to Microsoft Access 2019/Office 365	24	\$80	\$104

	Product	Business	Hours	Cost	Retail
<b>Fundamentals</b>	ixt	Introduction to Microsoft Excel 2010	24	\$75	\$99
	ix6	Introduction to Microsoft Excel 2016	24	\$80	\$104
	im0	Introduction to Microsoft Outlook 2010	24	\$75	\$99
	im3	Introduction to Microsoft Outlook 2013	24	\$75	\$99
	ip0	Introduction to Microsoft PowerPoint 2010	24	\$75	\$99
	i13	Introduction to Microsoft PowerPoint 2013	24	\$75	\$99
	ip6	Introduction to Microsoft PowerPoint 2016	24	\$80	\$104
	ip9	Introduction to Microsoft PowerPoint 2019/Office 365	24	\$80	\$104
	mm0	Introduction to Microsoft Project 2010	24	\$75	\$99
	mm3	Introduction to Microsoft Project 2013	24	\$75	\$99
	mm6	Introduction to Microsoft Project 2016	24	\$80	\$104
	mm9	Introduction to Microsoft Project 2019/Office 365	24	\$80	\$104
	mp0	Introduction to Microsoft Publisher 2010	24	\$75	\$99
	pb3	Introduction to Microsoft Publisher 2013	24	\$75	\$99
	lwt	Introduction to Microsoft Word 2010	24	\$75	\$99
	mw3	Introduction to Microsoft Word 2013	24	\$75	\$99
	lw6	Introduction to Microsoft Word 2016	24	\$80	\$104
	lw9	Introduction to Microsoft Word 2019/Office 365	24	\$80	\$104
	inm	Introduction to Nonprofit Management	24	\$75	\$99
	q13	Introduction to QuickBooks 2013	24	\$75	\$99
	q14	Introduction to QuickBooks 2014	24	\$75	\$99
	q15	Introduction to QuickBooks 2015	24	\$75	\$99
	q16	Introduction to QuickBooks 2016	24	\$75	\$99
	q17	Introduction to QuickBooks 2017	24	\$75	\$99
	qoi	Introduction to QuickBooks Online	24	\$75	\$99
	w0i	Introduction to Windows 10	24	\$75	\$99
	kec	Keys to Effective Communication	24	\$65	\$89
	ldr	Leadership	24	\$75	\$99
	eby	Learn to Buy and Sell on eBay	24	\$65	\$89
	cuf	Managing Customer Service	24	\$75	\$99
	mfa	Manufacturing Applications	24	\$75	\$99
	mff	Manufacturing Fundamentals	24	\$75	\$99
	mbi	Marketing Your Business on the Internet	24	\$75	\$99
	myn	Marketing Your Nonprofit	24	\$75	\$99
	mps	Mastering Public Speaking	24	\$75	\$99
	msf	Mastery of Business Fundamentals	24	\$75	\$99
	pts	Microsoft Excel - Pivot Tables	24	\$75	\$99
	sif	Nonprofit Fundraising Essentials	24	\$75	\$99
	qp3	Performing Payroll in QuickBooks 2013	24	\$75	\$99
	qp4	Performing Payroll in QuickBooks 2014	24	\$75	\$99



Fundamentals

Product	Business	Hours	Cost	Retail
qp5	Performing Payroll in QuickBooks 2015	24	\$75	\$99
pss	Professional Sales Skills	24	\$75	\$99
pma	Project Management Applications	24	\$75	\$99
pmf	Project Management Fundamentals	24	\$75	\$99
pf2	Project Management Fundamentals II	24	\$75	\$99
ppf	Project Management Professional (PMP) Prep I	24	\$80	\$104
ppa	Project Management Professional (PMP) Prep II	24	\$80	\$104
pcf	Purchasing Fundamentals	24	\$75	\$99
qc4	QuickBooks 2013 for Contractors	24	\$75	\$99
qc6	QuickBooks 2015 for Contractors	24	\$75	\$99
qc5	QuickBooks for Contractors 2014	24	\$75	\$99
rei	Real Estate Investing	24	\$65	\$89
bac	Secrets of the Caterer	24	\$65	\$89
tqa	Six Sigma: Total Quality Applications	24	\$75	\$99
bms	Small Business Marketing on a Shoestring	24	\$75	\$99
psb	Start a Pet Sitting Business	24	\$75	\$99
shb	Start and Operate Your Own Home-Based Business	24	\$75	\$99
acb	Start Your Own Arts and Crafts Business	24	\$75	\$99
gbb	Start Your Own Gift Basket Business	24	\$75	\$99
syb	Start Your Own Online Business	24	\$75	\$99
biz	Start Your Own Small Business	24	\$75	\$99
sc1	Starting a Consulting Practice	24	\$75	\$99
cyn	Starting a Nonprofit	24	\$75	\$99
scf	Supply Chain Management Fundamentals	24	\$75	\$99
tqf	Total Quality Fundamentals	24	\$75	\$99
res	Understanding the Human Resources Function	24	\$75	\$99
smb	Using Social Media in Business	24	\$75	\$99
wge	Wow, What a Great Event!	24	\$65	\$89
wgp	Writing Effective Grant Proposals	24	\$75	\$99
wre	Writing Essentials	24	\$75	\$99
Product	College Readiness	Hours	Cost	Retail
gma	GMAT Preparation	24	\$65	\$89
tp1	GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$89
tp4	GRE Preparation - Part 2 (Quantitative)	24	\$65	\$89
hp2	Human Anatomy and Physiology II	24	\$75	\$99
ita	Introduction to Algebra	24	\$75	\$99
bio	Introduction to Biology	24	\$75	\$99
icm	Introduction to Chemistry	24	\$75	\$99
sta	Introduction to Statistics	24	\$75	\$99
ewm	Math Refresher	24	\$75	\$99

Fundamentals

Product	College Readiness	Hours	Cost	Retail
mdm	Medical Math	24	\$75	\$99
ge3	Prepare for the GED Math Test	24	\$75	\$99
ged	Prepare for the GED Test	24	\$75	\$99
tp7	SAT/ACT Prep Course - Part 1	24	\$65	\$89
tp8	SAT/ACT Prep Course - Part 2	24	\$65	\$89
Product	Computer Applications	Hours	Cost	Retail
ae0	Advanced Microsoft Excel 2010	24	\$75	\$99
ax8	Advanced Microsoft Excel 2013	24	\$75	\$99
ax6	Advanced Microsoft Excel 2016	24	\$80	\$104
ax9	Advanced Microsoft Excel 2019/Office 365	24	\$80	\$104
nnc	Intermediate InDesign CC	24	\$75	\$99
na0	Intermediate Microsoft Access 2010	24	\$75	\$99
ai3	Intermediate Microsoft Access 2013	24	\$75	\$99
na6	Intermediate Microsoft Access 2016	24	\$80	\$104
na9	Intermediate Microsoft Access 2019/Office 365	24	\$80	\$104
nx0	Intermediate Microsoft Excel 2010	24	\$75	\$99
nx8	Intermediate Microsoft Excel 2013	24	\$75	\$99
nx6	Intermediate Microsoft Excel 2016	24	\$80	\$104
nx9	Intermediate Microsoft Excel 2019/Office 365	24	\$80	\$104
iw0	Intermediate Microsoft Word 2010	24	\$75	\$99
n13	Intermediate Microsoft Word 2013	24	\$75	\$99
nw6	Intermediate Microsoft Word 2016	24	\$80	\$104
nw9	Intermediate Microsoft Word 2019/Office 365	24	\$80	\$104
ncc	Intermediate Photoshop CC	24	\$75	\$99
nc5	Intermediate Photoshop CS5	24	\$75	\$99
nc6	Intermediate Photoshop CS6	24	\$75	\$99
qi3	Intermediate QuickBooks 2013	24	\$75	\$99
qi4	Intermediate QuickBooks 2014	24	\$75	\$99
qi5	Intermediate QuickBooks 2015	24	\$75	\$99
qi6	Intermediate QuickBooks 2016	24	\$75	\$99
qi7	Intermediate QuickBooks 2017	24	\$75	\$99
qi9	Intermediate QuickBooks 2019	24	\$80	\$104
iax	Introduction to Adobe Acrobat X	24	\$75	\$99
cri	Introduction to Crystal Reports	24	\$75	\$99
dsc	Introduction to Digital Scrapbooking	24	\$65	\$89
ii6	Introduction to Illustrator CS6	24	\$75	\$99
inc	Introduction to InDesign CC	24	\$75	\$99
in6	Introduction to InDesign CS6	24	\$75	\$99
lrc	Introduction to Lightroom Classic CC	24	\$75	\$99
ia0	Introduction to Microsoft Access 2010	24	\$75	\$99

Fundamentals	Product	Computer Applications	Hours	Cost	Retail	
	ia8		Introduction to Microsoft Access 2013	24	\$75	\$99
	ia6		Introduction to Microsoft Access 2016	24	\$80	\$104
	ac9		Introduction to Microsoft Access 2019/Office 365	24	\$80	\$104
	ixt		Introduction to Microsoft Excel 2010	24	\$75	\$99
	ix8		Introduction to Microsoft Excel 2013	24	\$75	\$99
	ix6		Introduction to Microsoft Excel 2016	24	\$80	\$104
	ix9		Introduction to Microsoft Excel 2019/Office 365	24	\$80	\$104
	im0		Introduction to Microsoft Outlook 2010	24	\$75	\$99
	im3		Introduction to Microsoft Outlook 2013	24	\$75	\$99
	ip0		Introduction to Microsoft PowerPoint 2010	24	\$75	\$99
	i13		Introduction to Microsoft PowerPoint 2013	24	\$75	\$99
	ip6		Introduction to Microsoft PowerPoint 2016	24	\$80	\$104
	ip9		Introduction to Microsoft PowerPoint 2019/Office 365	24	\$80	\$104
	mm0		Introduction to Microsoft Project 2010	24	\$75	\$99
	mm3		Introduction to Microsoft Project 2013	24	\$75	\$99
	mm6		Introduction to Microsoft Project 2016	24	\$80	\$104
	mm9		Introduction to Microsoft Project 2019/Office 365	24	\$80	\$104
	mp0		Introduction to Microsoft Publisher 2010	24	\$75	\$99
	pb3		Introduction to Microsoft Publisher 2013	24	\$75	\$99
	iwt		Introduction to Microsoft Word 2010	24	\$75	\$99
	mw3		Introduction to Microsoft Word 2013	24	\$75	\$99
	iw6		Introduction to Microsoft Word 2016	24	\$80	\$104
	iw9		Introduction to Microsoft Word 2019/Office 365	24	\$80	\$104
pcc		Introduction to Photoshop CC	24	\$75	\$99	
ic5		Introduction to Photoshop CS5	24	\$75	\$99	
ic6		Introduction to Photoshop CS6	24	\$75	\$99	
q13		Introduction to QuickBooks 2013	24	\$75	\$99	
q14		Introduction to QuickBooks 2014	24	\$75	\$99	
q15		Introduction to QuickBooks 2015	24	\$75	\$99	
q16		Introduction to QuickBooks 2016	24	\$75	\$99	
q17		Introduction to QuickBooks 2017	24	\$75	\$99	
q19		Introduction to QuickBooks 2019	24	\$80	\$104	
qol		Introduction to QuickBooks Online	24	\$75	\$99	
pts		Microsoft Excel - Pivot Tables	24	\$75	\$99	
qp3		Performing Payroll in QuickBooks 2013	24	\$75	\$99	
qp4		Performing Payroll in QuickBooks 2014	24	\$75	\$99	
qp5		Performing Payroll in QuickBooks 2015	24	\$75	\$99	
pd1		Photoshop CC for the Digital Photographer	24	\$65	\$89	
pd2		Photoshop CC for the Digital Photographer II	24	\$65	\$89	
p31		Photoshop Elements for the Digital Photographer	24	\$65	\$89	

Fundamentals

Product	Computer Applications	Hours	Cost	Retail
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$89
qc4	QuickBooks 2013 for Contractors	24	\$75	\$99
qc6	QuickBooks 2015 for Contractors	24	\$75	\$99
qc5	QuickBooks for Contractors 2014	24	\$75	\$99
of3	What's New in Microsoft Office 2013	24	\$75	\$99
Product	Design and Composition	Hours	Cost	Retail
tm3	Advanced CSS3 and HTML5	24	\$75	\$99
wb4	Advanced Web Pages	24	\$75	\$99
web	Creating Web Pages	24	\$75	\$99
cww	Creating WordPress Websites	24	\$75	\$99
dew	Designing Effective Websites	24	\$75	\$99
dph	Discover Digital Photography	24	\$65	\$89
igd	How to Get Started in Game Development	24	\$75	\$99
tm2	Intermediate CSS3 and HTML5	24	\$75	\$99
nnc	Intermediate InDesign CC	24	\$75	\$99
ncc	Intermediate Photoshop CC	24	\$75	\$99
nc5	Intermediate Photoshop CS5	24	\$75	\$99
nc6	Intermediate Photoshop CS6	24	\$75	\$99
cw2	Intermediate WordPress Websites	24	\$75	\$99
iax	Introduction to Adobe Acrobat X	24	\$75	\$99
tml	Introduction to CSS3 and HTML5	24	\$75	\$99
ii6	Introduction to Illustrator CS6	24	\$75	\$99
inc	Introduction to InDesign CC	24	\$75	\$99
in6	Introduction to InDesign CS6	24	\$75	\$99
ijp	Introduction to JavaScript	24	\$75	\$99
lrc	Introduction to Lightroom Classic CC	24	\$75	\$99
pcc	Introduction to Photoshop CC	24	\$75	\$99
ic5	Introduction to Photoshop CS5	24	\$75	\$99
ic6	Introduction to Photoshop CS6	24	\$75	\$99
slr	Mastering Your Digital SLR Camera	24	\$65	\$89
pnt	Photographing Nature with Your Digital Camera	24	\$65	\$89
pps	Photographing People With Your Digital Camera	24	\$65	\$89
pd1	Photoshop CC for the Digital Photographer	24	\$65	\$89
pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$89
p31	Photoshop Elements for the Digital Photographer	24	\$65	\$89
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$89
crw	Responsive Web Design	24	\$75	\$99
eph	Secrets of Better Photography	24	\$65	\$89
tdp	Travel Photography for the Digital Photographer	24	\$65	\$89

Fundamentals	Product	Healthcare and Medical	Hours	Cost	Retail
	pta	Become a Physical Therapy Aide	24	\$75	\$99
	pcv	Become a Veterinary Assistant	24	\$75	\$99
	crb	Become a Veterinary Assistant II: Canine Reproduction	24	\$75	\$99
	psk	Become a Veterinary Assistant III: Practical Skills	24	\$75	\$99
	bot	Become an Optical Assistant	24	\$75	\$99
	0bh	Certificate in Brain Health	10	\$36	\$60
	0cc	Certificate in Complementary and Integrative Health	24	\$114	\$138
	0el	Certificate in End of Life Care	19	\$84	\$108
	0em	Certificate in Energy Medicine	10	\$40	\$60
	0fn	Certificate in Food, Nutrition, and Health	16	\$65	\$89
	all	Certificate in Gerontology	25	\$120	\$144
	0gh	Certificate in Global Healing Systems	13	\$48	\$72
	0ch	Certificate in Healing Environments for Body, Mind, and Spirit	16	\$75	\$96
	0ha	Certificate in Healthy Aging	10	\$35	\$59
	0ih	Certificate in Holistic and Integrative Health	33	\$168	\$192
	0h1	Certificate in Holistic and Integrative Health: Foundations 1	14	\$64	\$84
	0h2	Certificate in Holistic and Integrative Health: Foundations 2	10	\$46	\$66
	0h3	Certificate in Holistic and Integrative Health: Foundations 3	9	\$34	\$58
	0id	Certificate in Infectious Diseases and Infection Control	13	\$58	\$78
	0mh	Certificate in Integrative Mental Health	20	\$90	\$114
	0ei	Certificate in Legal and Ethical Issues in Healthcare	12	\$52	\$72
	0md	Certificate in Meditation	8	\$48	\$68
	0mw	Certificate in Mindfulness	8	\$48	\$72
0mt	Certificate in Music Therapy and Sound Healing	8	\$34	\$48	
0nc	Certificate in Nutrition, Chronic Disease, and Health Promotion	12	\$72	\$96	
0cp	Certificate in Pain Assessment and Management	12	\$50	\$72	
0pi	Certificate in Perinatal Issues	20	\$90	\$114	
0cs	Certificate in Spirituality, Health, and Healing	25	\$160	\$184	
0sb	Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$60	
0sm	Certificate in Stress Management	14	\$54	\$78	
0vp	Certificate in Violence Prevention and Awareness	13	\$58	\$78	
0we	Certificate in Wellness and the Environment	9	\$34	\$58	
0wh	Certificate in Women's Health Issues	14	\$55	\$79	
pht	Explore a Career as a Pharmacy Technician	24	\$75	\$99	
mim	Explore a Career as an Administrative Medical Assistant	24	\$75	\$99	
cd1	Explore a Career in Medical Coding	24	\$75	\$99	
mt1	Explore a Career in Medical Transcription	24	\$75	\$99	
emw	Explore a Career in Medical Writing	24	\$75	\$99	
ecn	Explore a Career in Nursing	24	\$75	\$99	
hme	Handling Medical Emergencies	24	\$75	\$99	

Fundamentals

Product	Healthcare and Medical	Hours	Cost	Retail
hip	HIPAA Compliance	24	\$75	\$99
hap	Human Anatomy and Physiology	24	\$75	\$99
hp2	Human Anatomy and Physiology II	24	\$75	\$99
bio	Introduction to Biology	24	\$75	\$99
nhh	Introduction to Natural Health and Healing	24	\$65	\$89
iml	Introduction to the Medical Laboratory	24	\$75	\$99
inc	Legal Nurse Consulting	24	\$75	\$99
mdm	Medical Math	24	\$75	\$99
md2	Medical Terminology II: A Focus on Human Disease	24	\$75	\$99
met	Medical Terminology: A Word Association Approach	24	\$75	\$99
smp	Spanish for Medical Professionals	24	\$75	\$99
sm2	Spanish for Medical Professionals II	24	\$75	\$99
psb	Start a Pet Sitting Business	24	\$75	\$99
Product	Language and Arts	Hours	Cost	Retail
afw	Advanced Fiction Writing	24	\$65	\$89
bgp	Beginner's Guide to Getting Published	24	\$75	\$99
bcf	Beginning Conversational French	24	\$65	\$89
jpn	Conversational Japanese	24	\$65	\$89
dph	Discover Digital Photography	24	\$65	\$89
dsl	Discover Sign Language	24	\$65	\$89
drw	Drawing for the Absolute Beginner	24	\$65	\$89
ela	Enhancing Language Development in Childhood	24	\$75	\$99
esl	Grammar for ESL	24	\$75	\$99
igd	How to Get Started in Game Development	24	\$75	\$99
wc2	How to Make Money From Your Writing	24	\$75	\$99
ilit	Instant Italian	24	\$65	\$89
nnc	Intermediate InDesign CC	24	\$75	\$99
ncc	Intermediate Photoshop CC	24	\$75	\$99
nc5	Intermediate Photoshop CS5	24	\$75	\$99
nc6	Intermediate Photoshop CS6	24	\$75	\$99
dsc	Introduction to Digital Scrapbooking	24	\$65	\$89
icg	Introduction to Guitar	24	\$65	\$89
ii6	Introduction to Illustrator CS6	24	\$75	\$99
inc	Introduction to InDesign CC	24	\$75	\$99
in6	Introduction to InDesign CS6	24	\$75	\$99
ind	Introduction to Interior Design	24	\$75	\$99
iwm	Introduction to Internet Writing Markets	24	\$75	\$99
itj	Introduction to Journaling	24	\$65	\$89
pcc	Introduction to Photoshop CC	24	\$75	\$99
ic5	Introduction to Photoshop CS5	24	\$75	\$99

	Language and Arts		Hours	Cost	Retail
	Product				
<b>Fundamentals</b>	ic6	Introduction to Photoshop CS6	24	\$75	\$99
	isw	Introduction to Screenwriting	24	\$75	\$99
	slr	Mastering Your Digital SLR Camera	24	\$65	\$89
	lrm	Music Made Easy	24	\$65	\$89
	mys	Mystery Writing	24	\$65	\$89
	pnt	Photographing Nature with Your Digital Camera	24	\$65	\$89
	pps	Photographing People With Your Digital Camera	24	\$65	\$89
	pd1	Photoshop CC for the Digital Photographer	24	\$65	\$89
	pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$89
	p31	Photoshop Elements for the Digital Photographer	24	\$65	\$89
	p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$89
	pyb	Publish and Sell Your E-Books	24	\$75	\$99
	rmw	Research Methods for Writers	24	\$75	\$99
	row	Romance Writing	24	\$65	\$89
	eph	Secrets of Better Photography	24	\$65	\$89
	sle	Spanish for Law Enforcement	24	\$75	\$99
	sm2	Spanish for Medical Professionals II	24	\$75	\$99
	stc	Spanish in the Classroom	24	\$75	\$99
	sps	Speed Spanish	24	\$75	\$99
	sp2	Speed Spanish II	24	\$75	\$99
	sp3	Speed Spanish III	24	\$75	\$99
	mw1	The Craft of Magazine Writing	24	\$75	\$99
	kee	The Keys to Effective Editing	24	\$75	\$99
	tdp	Travel Photography for the Digital Photographer	24	\$65	\$89
	trw	Travel Writing	24	\$65	\$89
	wlp	Write Fiction Like a Pro	24	\$65	\$89
	wl1	Write Your Life Story	24	\$65	\$89
	wc1	Writeriffic: Creativity Training for Writers	24	\$65	\$89
	wre	Writing Essentials	24	\$75	\$99
	wfc	Writing for Children	24	\$65	\$89
	wfe	Writing for ESL	24	\$65	\$89
	wyf	Writing Young Adult Fiction	24	\$65	\$89
	Product	Law and Legal	Hours	Cost	Retail
	elp	Employment Law Fundamentals	24	\$75	\$99
	pc1	Explore a Career as a Paralegal	24	\$75	\$99
	icl	Introduction to Criminal Law	24	\$75	\$99
	lnc	Legal Nurse Consulting	24	\$75	\$99
	rel	Real Estate Law	24	\$75	\$99
	wcp	Workers' Compensation	24	\$75	\$99

Fundamentals	Product	Personal Development	Hours	Cost	Retail
	sdp	Achieving Success with Difficult People	24	\$75	\$99
	bcf	Beginning Conversational French	24	\$65	\$89
	0sb	Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$60
	4la	Common Core Standards for English Language Arts K-5	24	\$75	\$99
	4cl	Content Literacy: Grades 6-12	24	\$75	\$99
	jpn	Conversational Japanese	24	\$65	\$89
	cbp	Creating a Successful Business Plan	24	\$75	\$99
	dph	Discover Digital Photography	24	\$65	\$89
	dsl	Discover Sign Language	24	\$65	\$89
	drw	Drawing for the Absolute Beginner	24	\$65	\$89
	tsd	Empowering Students With Disabilities	24	\$75	\$99
	ela	Enhancing Language Development in Childhood	24	\$75	\$99
	ecn	Explore a Career in Nursing	24	\$75	\$99
	gen	Genealogy Basics	24	\$65	\$89
	att	Get Assertive!	24	\$65	\$89
	cwr	Get Funny!	24	\$65	\$89
	gma	GMAT Preparation	24	\$65	\$89
	esl	Grammar for ESL	24	\$75	\$99
	grr	Grammar Refresher	24	\$65	\$89
	gr2	Grammar Refresher II	24	\$65	\$89
	tp1	GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$89
	tp4	GRE Preparation - Part 2 (Quantitative)	24	\$65	\$89
	gpf	Growing Plants for Fun and Profit	24	\$65	\$89
hme	Handling Medical Emergencies	24	\$75	\$99	
hhp	Happy and Healthy Pregnancy	24	\$65	\$89	
aap	Helping Elderly Parents	24	\$65	\$89	
hss	Homeschool With Success	24	\$65	\$89	
igd	How to Get Started in Game Development	24	\$75	\$99	
wc2	How to Make Money From Your Writing	24	\$75	\$99	
hp2	Human Anatomy and Physiology II	24	\$75	\$99	
pie	Individual Excellence	24	\$75	\$99	
iit	Instant Italian	24	\$65	\$89	
ncc	Intermediate Photoshop CC	24	\$75	\$99	
nc5	Intermediate Photoshop CS5	24	\$75	\$99	
nc6	Intermediate Photoshop CS6	24	\$75	\$99	
ipc	Interpersonal Communication	24	\$65	\$89	
ita	Introduction to Algebra	24	\$75	\$99	
bio	Introduction to Biology	24	\$75	\$99	
icm	Introduction to Chemistry	24	\$75	\$99	
dsc	Introduction to Digital Scrapbooking	24	\$65	\$89	



Fundamentals	Product	Personal Development	Hours	Cost	Retail
	icg	Introduction to Guitar	24	\$65	\$89
	ind	Introduction to Interior Design	24	\$75	\$99
	iwm	Introduction to Internet Writing Markets	24	\$75	\$99
	itj	Introduction to Journaling	24	\$65	\$89
	lrc	Introduction to Lightroom Classic CC	24	\$75	\$99
	nhh	Introduction to Natural Health and Healing	24	\$65	\$89
	pcc	Introduction to Photoshop CC	24	\$75	\$99
	ic5	Introduction to Photoshop CS5	24	\$75	\$99
	ic6	Introduction to Photoshop CS6	24	\$75	\$99
	sta	Introduction to Statistics	24	\$75	\$99
	iso	Introduction to Stock Options	24	\$75	\$99
	kec	Keys to Effective Communication	24	\$65	\$89
	bwl	Keys to Successful Money Management	24	\$65	\$89
	ldr	Leadership	24	\$75	\$99
	eby	Learn to Buy and Sell on eBay	24	\$65	\$89
	wyh	Listen to Your Heart, and Success Will Follow	24	\$65	\$89
	lwt	Lose Weight and Keep It Off	24	\$65	\$89
	tp2	LSAT Preparation - Part 1	24	\$65	\$89
	tp5	LSAT Preparation - Part 2	24	\$65	\$89
	llf	Luscious, Low-Fat, Lightning-Quick Meals	24	\$65	\$89
	mbi	Marketing Your Business on the Internet	24	\$75	\$99
	ksm	Marriage and Relationships: Keys to Success	24	\$75	\$99
	mps	Mastering Public Speaking	24	\$75	\$99
slr	Mastering Your Digital SLR Camera	24	\$65	\$89	
ewm	Math Refresher	24	\$75	\$99	
mdm	Medical Math	24	\$75	\$99	
msr	Merrill Ream Speed Reading	24	\$65	\$89	
lrm	Music Made Easy	24	\$65	\$89	
pfn	Personal Finance	24	\$75	\$99	
pnt	Photographing Nature with Your Digital Camera	24	\$65	\$89	
pps	Photographing People With Your Digital Camera	24	\$65	\$89	
pd1	Photoshop CC for the Digital Photographer	24	\$65	\$89	
pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$89	
p31	Photoshop Elements for the Digital Photographer	24	\$65	\$89	
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$89	
ge3	Prepare for the GED Math Test	24	\$75	\$99	
ged	Prepare for the GED Test	24	\$75	\$99	
pyb	Publish and Sell Your E-Books	24	\$75	\$99	
rsr	Ready, Set, Read!	24	\$65	\$89	
rei	Real Estate Investing	24	\$65	\$89	

Fundamentals

Product	Personal Development	Hours	Cost	Retail
4ri	Response to Intervention: Reading Strategies That Work	24	\$65	\$89
rww	Resume Writing Workshop	24	\$75	\$99
tp7	SAT/ACT Prep Course - Part 1	24	\$65	\$89
tp8	SAT/ACT Prep Course - Part 2	24	\$65	\$89
eph	Secrets of Better Photography	24	\$65	\$89
bac	Secrets of the Caterer	24	\$65	\$89
4dm	Singapore Math Strategies: Advanced Model Drawing for Grades 6-9	24	\$75	\$99
4sm	Singapore Math Strategies: Model Drawing for Grades 1-6	24	\$75	\$99
4ns	Singapore Math: Number Sense and Computational Strategies	24	\$75	\$99
dec	Skills for Making Great Decisions	24	\$75	\$99
sle	Spanish for Law Enforcement	24	\$75	\$99
sm2	Spanish for Medical Professionals II	24	\$75	\$99
sps	Speed Spanish	24	\$75	\$99
sp2	Speed Spanish II	24	\$75	\$99
sp3	Speed Spanish III	24	\$75	\$99
psb	Start a Pet Sitting Business	24	\$75	\$99
shb	Start and Operate Your Own Home-Based Business	24	\$75	\$99
seg	Start Your Own Edible Garden	24	\$75	\$99
gbb	Start Your Own Gift Basket Business	24	\$75	\$99
syb	Start Your Own Online Business	24	\$75	\$99
biz	Start Your Own Small Business	24	\$75	\$99
sc1	Starting a Consulting Practice	24	\$75	\$99
sbi	Stocks, Bonds, and Investing: Oh, My!	24	\$65	\$89
tps	Teaching Preschool: A Year of Inspiring Lessons	24	\$75	\$99
lds	Teaching Students With Learning Disabilities	24	\$75	\$99
twk	Teaching Writing: Grades K-3	24	\$75	\$99
10f	The Analysis and Valuation of Stocks	24	\$65	\$89
tdp	Travel Photography for the Digital Photographer	24	\$65	\$89
jhs	Twelve Steps to a Successful Job Search	24	\$75	\$99
una	Understanding Adolescents	24	\$65	\$89
wdm	Where Does All My Money Go?	24	\$65	\$89
wge	Wow, What a Great Event!	24	\$65	\$89
wl1	Write Your Life Story	24	\$65	\$89
wfe	Writing for ESL	24	\$65	\$89
Product	Teaching and Education	Hours	Cost	Retail
gw1	A to Z Grant Writing	24	\$75	\$99
agw	A to Z Grant Writing II - Beyond the Basics	24	\$75	\$99
adp	Advanced Grant Proposal Writing	24	\$75	\$99
5bp	Blogging and Podcasting for Beginners	24	\$65	\$89
4la	Common Core Standards for English Language Arts K-5	24	\$75	\$99

**Fundamentals**

Product	Teaching and Education	Hours	Cost	Retail
4cl	Content Literacy: Grades 6-12	24	\$75	\$99
5wb	Creating a Classroom Website	24	\$75	\$99
4cc	Creating Classroom Centers	24	\$75	\$99
4ic	Creating the Inclusive Classroom: Strategies for Success	24	\$75	\$99
5di	Differentiated Instruction in the Classroom	24	\$75	\$99
4da	Differentiating K-12 Assessments	24	\$75	\$99
tsd	Empowering Students With Disabilities	24	\$75	\$99
ela	Enhancing Language Development in Childhood	24	\$75	\$99
att	Get Assertive!	24	\$65	\$89
ggr	Get Grants!	24	\$75	\$99
grr	Grammar Refresher	24	\$65	\$89
gr2	Grammar Refresher II	24	\$65	\$89
tp1	GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$89
tp4	GRE Preparation - Part 2 (Quantitative)	24	\$65	\$89
4gw	Guided Reading and Writing: Strategies for Maximum Student Achievement	24	\$75	\$99
4gr	Guided Reading: Strategies for the Differentiated Classroom	24	\$75	\$99
hme	Handling Medical Emergencies	24	\$75	\$99
hss	Homeschool With Success	24	\$65	\$89
5it	Integrating Technology in the Classroom	24	\$75	\$99
ita	Introduction to Algebra	24	\$75	\$99
ldr	Leadership	24	\$75	\$99
cp3	Microsoft PowerPoint 2013 in the Classroom	24	\$75	\$99
px1	Praxis Core Preparation	24	\$75	\$99
ge3	Prepare for the GED Math Test	24	\$75	\$99
ged	Prepare for the GED Test	24	\$75	\$99
rsr	Ready, Set, Read!	24	\$65	\$89
4ri	Response to Intervention: Reading Strategies That Work	24	\$65	\$89
tp7	SAT/ACT Prep Course - Part 1	24	\$65	\$89
tp8	SAT/ACT Prep Course - Part 2	24	\$65	\$89
4dm	Singapore Math Strategies: Advanced Model Drawing for Grades 6-9	24	\$75	\$99
4sm	Singapore Math Strategies: Model Drawing for Grades 1-6	24	\$75	\$99
4ns	Singapore Math: Number Sense and Computational Strategies	24	\$75	\$99
cdp	Solving Classroom Discipline Problems	24	\$75	\$99
di2	Solving Classroom Discipline Problems II	24	\$75	\$99
skt	Survival Kit for New Teachers	24	\$75	\$99
tal	Teaching Adult Learners	24	\$75	\$99
ths	Teaching High School Students	24	\$75	\$99
tmt	Teaching Math: Grades 4-6	24	\$75	\$99
tps	Teaching Preschool: A Year of Inspiring Lessons	24	\$75	\$99
sci	Teaching Science: Grades 4-6	24	\$65	\$89

<b>Fundamentals</b>	<b>Product</b>	<b>Teaching and Education</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	4sb	Teaching Smarter With SMART Boards	24	\$75	\$99
	4ad	Teaching Students With ADHD	24	\$75	\$99
	4as	Teaching Students With Autism: Strategies for Success	24	\$75	\$99
	lds	Teaching Students With Learning Disabilities	24	\$75	\$99
	wrt	Teaching Writing: Grades 4-6	24	\$75	\$99
	twk	Teaching Writing: Grades K-3	24	\$75	\$99
	ts1	TEAS Prep 1	24	\$75	\$99
	tcc	The Creative Classroom	24	\$75	\$99
	4di	The Differentiated Instruction and Response to Intervention Connection	24	\$75	\$99
	una	Understanding Adolescents	24	\$65	\$89
	iic	Using the Internet in the Classroom	24	\$75	\$99
	wgp	Writing Effective Grant Proposals	24	\$75	\$99
	<b>Product</b>	<b>Technology</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	se1	Achieving Top Search Engine Positions	24	\$75	\$99
	ac3	Advanced CompTIA A+ Certification Prep	24	\$85	\$109
	tm3	Advanced CSS3 and HTML5	24	\$75	\$99
	hck	Advanced PC Security	24	\$75	\$99
	wb4	Advanced Web Pages	24	\$75	\$99
	ac1	Basic CompTIA A+ Certification Prep	24	\$85	\$109
	5bp	Blogging and Podcasting for Beginners	24	\$65	\$89
	npc	CompTIA Network+ Certification Prep	24	\$85	\$109
	scp	CompTIA Security+ Certification Prep 1	24	\$85	\$109
	sc3	CompTIA Security+ Certification Prep 2	24	\$85	\$109
	csw	Computer Skills for the Workplace	24	\$75	\$99
	ma5	Creating Mobile Apps with HTML5	24	\$75	\$99
	web	Creating Web Pages	24	\$75	\$99
	cww	Creating WordPress Websites	24	\$75	\$99
	dew	Designing Effective Websites	24	\$75	\$99
	igd	How to Get Started in Game Development	24	\$75	\$99
	ncp	Intermediate C# Programming	24	\$75	\$99
	ac2	Intermediate CompTIA A+ Certification Prep	24	\$85	\$109
	tm2	Intermediate CSS3 and HTML5	24	\$75	\$99
	nnc	Intermediate InDesign CC	24	\$75	\$99
	njv	Intermediate Java Programming	24	\$75	\$99
na0	Intermediate Microsoft Access 2010	24	\$75	\$99	
ai3	Intermediate Microsoft Access 2013	24	\$75	\$99	
na6	Intermediate Microsoft Access 2016	24	\$80	\$104	
rx0	Intermediate Microsoft Excel 2010	24	\$75	\$99	
nx8	Intermediate Microsoft Excel 2013	24	\$75	\$99	
ntn	Intermediate Networking	24	\$75	\$99	

Fundamentals	Product	Technology	Hours	Cost	Retail
	noc	Intermediate Oracle	24	\$75	\$99
	ncc	Intermediate Photoshop CC	24	\$75	\$99
	nc5	Intermediate Photoshop CS5	24	\$75	\$99
	nc6	Intermediate Photoshop CS6	24	\$75	\$99
	nph	Intermediate PHP and MySQL	24	\$75	\$99
	ins	Intermediate SQL	24	\$75	\$99
	vb9	Intermediate Visual Basic	24	\$75	\$99
	cw2	Intermediate WordPress Websites	24	\$75	\$99
	cpb	Introduction to C# Programming	24	\$75	\$99
	cab	Introduction to C++ Programming	24	\$75	\$99
	cri	Introduction to Crystal Reports	24	\$75	\$99
	tmi	Introduction to CSS3 and HTML5	24	\$75	\$99
	idd	Introduction to Database Development	24	\$75	\$99
	iga	Introduction to Google Analytics	24	\$75	\$99
	ii6	Introduction to Illustrator CS6	24	\$75	\$99
	inc	Introduction to InDesign CC	24	\$75	\$99
	in6	Introduction to InDesign CS6	24	\$75	\$99
	jab	Introduction to Java Programming	24	\$75	\$99
	ijp	Introduction to JavaScript	24	\$75	\$99
	lrc	Introduction to Lightroom Classic CC	24	\$75	\$99
	ia0	Introduction to Microsoft Access 2010	24	\$75	\$99
	ia8	Introduction to Microsoft Access 2013	24	\$75	\$99
	ixt	Introduction to Microsoft Excel 2010	24	\$75	\$99
itn	Introduction to Networking	24	\$75	\$99	
loc	Introduction to Oracle	24	\$75	\$99	
pcs	Introduction to PC Security	24	\$75	\$99	
trb	Introduction to PC Troubleshooting	24	\$75	\$99	
pcc	Introduction to Photoshop CC	24	\$75	\$99	
lc5	Introduction to Photoshop CS5	24	\$75	\$99	
lc6	Introduction to Photoshop CS6	24	\$75	\$99	
iph	Introduction to PHP and MySQL	24	\$75	\$99	
itp	Introduction to Programming	24	\$75	\$99	
ipy	Introduction to Python 2.5 Programming	24	\$75	\$99	
py3	Introduction to Python 3 Programming	24	\$75	\$99	
sql	Introduction to SQL	24	\$75	\$99	
vb0	Introduction to Visual Basic	24	\$75	\$99	
w0i	Introduction to Windows 10	24	\$75	\$99	
ixm	Introduction to XML	24	\$75	\$99	
key	Keyboarding	24	\$65	\$89	
lpi	LPI Linux Essentials Exam Prep	24	\$75	\$99	

Fundamentals

Product	Technology	Hours	Cost	Retail
mbi	Marketing Your Business on the Internet	24	\$75	\$99
pd1	Photoshop CC for the Digital Photographer	24	\$65	\$89
pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$89
p31	Photoshop Elements for the Digital Photographer	24	\$65	\$89
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$89
crw	Responsive Web Design	24	\$75	\$99
utc	Understanding the Cloud	24	\$75	\$99
wnt	Wireless Networking	24	\$75	\$99
ewc	Write Effective Web Content	24	\$75	\$99
Product	Uncategorized	Hours	Cost	Retail
T9283	A to Z Grant Writing II - Beyond the Basics (Self-Paced Tutorial)	24	\$75	\$99
T9186	Accounting Fundamentals (Self-Paced Tutorial)	24	\$75	\$99
T9266	Accounting Fundamentals II (Self-Paced Tutorial)	24	\$75	\$99
T9178	Achieving Success with Difficult People (Self-Paced Tutorial)	24	\$75	\$99
T9647	Achieving Top Search Engine Positions (Self-Paced Tutorial)	24	\$75	\$99
T9600	Administrative Assistant Applications (Self-Paced Tutorial)	24	\$75	\$99
T9267	Administrative Assistant Fundamentals (Self-Paced Tutorial)	24	\$75	\$99
T9589	Advanced CompTIA A+ Certification Prep (Self-Paced Tutorial)	24	\$85	\$109
T9592	Advanced Grant Proposal Writing (Self-Paced Tutorial)	24	\$75	\$99
T9258	Advanced Microsoft Excel 2013 (Self-Paced Tutorial)	24	\$75	\$99
T9605	Advanced Microsoft Excel 2016 (Self-Paced Tutorial)	24	\$80	\$104
T9434	Advanced Microsoft Excel 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104
T9216	Basic CompTIA A+ Certification Prep (Self-Paced Tutorial)	24	\$85	\$109
T9696	Become a Physical Therapy Aide (Self-Paced Tutorial)	24	\$75	\$99
T9335	Become a Veterinary Assistant (Self-Paced Tutorial)	24	\$75	\$99
T9639	Become a Veterinary Assistant II: Canine Reproduction (Self-Paced Tutorial)	24	\$75	\$99
T9722	Become a Veterinary Assistant III: Practical Skills (Self-Paced Tutorial)	24	\$75	\$99
T9241	Beginning Conversational French (Self-Paced Tutorial)	24	\$65	\$89
T9240	Blogging and Podcasting for Beginners (Self-Paced Tutorial)	24	\$65	\$89
T9281	Building Teams That Work (Self-Paced Tutorial)	24	\$75	\$99
T9621	Business and Marketing Writing (Self-Paced Tutorial)	24	\$75	\$99
T9279	Business Finance for Non-Finance Personnel (Self-Paced Tutorial)	24	\$75	\$99
T9651	Certificate in Brain Health (Self-Paced Tutorial)	10	\$36	\$60
T9679	Certificate in Complementary and Integrative Health (Self-Paced Tutorial)	24	\$114	\$138
T9642	Certificate in End of Life Care (Self-Paced Tutorial)	19	\$84	\$108
T9717	Certificate in Energy Medicine (Self-Paced Tutorial)	10	\$40	\$60
T9211	Certificate in Food, Nutrition, and Health (Self-Paced Tutorial)	16	\$65	\$89
T9210	Certificate in Gerontology (Self-Paced Tutorial)	24	\$120	\$144
T9670	Certificate in Global Healing Systems (Self-Paced Tutorial)	13	\$48	\$72

	Product	Uncategorized	Hours	Cost	Retail
<b>Fundamentals</b>	T9667	Certificate in Healing Environments for Body, Mind, and Spirit (Self-Paced Tutorial)	16	\$75	\$96
	T9662	Certificate in Healthy Aging (Self-Paced Tutorial)	10	\$35	\$59
	T9692	Certificate in Holistic and Integrative Health (Self-Paced Tutorial)	33	\$168	\$192
	T9648	Certificate in Infectious Diseases and Infection Control (Self-Paced Tutorial)	13	\$58	\$78
	T9654	Certificate in Legal and Ethical Issues in Healthcare (Self-Paced Tutorial)	12	\$52	\$72
	T9615	Certificate in Meditation (Self-Paced Tutorial)	8	\$48	\$68
	T9645	Certificate in Mindfulness (Self-Paced Tutorial)	8	\$48	\$72
	T9630	Certificate in Nutrition, Chronic Disease, and Health Promotion (Self-Paced Tutorial)	24	\$72	\$96
	T9614	Certificate in Pain Assessment and Management (Self-Paced Tutorial)	12	\$50	\$72
	T9671	Certificate in Perinatal Issues (Self-Paced Tutorial)	20	\$90	\$114
	T9649	Certificate in Starting Your Own Business in Health and Healing (Self-Paced Tutorial)	11	\$36	\$60
	T9695	Certificate in Stress Management (Self-Paced Tutorial)	14	\$54	\$78
	T9718	Certificate in Violence Prevention and Awareness (Self-Paced Tutorial)	13	\$58	\$78
	T9665	Certificate in Women's Health Issues (Self-Paced Tutorial)	14	\$55	\$79
	T9224	CompTIA Security+ Certification Prep 1 (Self-Paced Tutorial)	24	\$85	\$109
	T9721	CompTIA Security+ Certification Prep 2 (Self-Paced Tutorial)	24	\$85	\$109
	T9264	Computer Skills for the Workplace (Self-Paced Tutorial)	24	\$75	\$99
	T9811	Creating a Classroom Website (Self-Paced Tutorial)	24	\$75	\$99
	T9280	Creating a Successful Business Plan (Self-Paced Tutorial)	24	\$75	\$99
	T9297	Creating Classroom Centers (Self-Paced Tutorial)	24	\$75	\$99
	T9222	Creating Mobile Apps with HTML5 (Self-Paced Tutorial)	24	\$75	\$99
	T9678	Creating the Inclusive Classroom: Strategies for Success (Self-Paced Tutorial)	24	\$75	\$99
	T9214	Creating Web Pages (Self-Paced Tutorial)	24	\$75	\$99
	T9215	Creating WordPress Websites (Self-Paced Tutorial)	24	\$75	\$99
	T9308	Differentiated Instruction in the Classroom (Self-Paced Tutorial)	24	\$75	\$99
	T9239	Discover Digital Photography (Self-Paced Tutorial)	24	\$65	\$89
	T9232	Discover Sign Language (Self-Paced Tutorial)	24	\$65	\$89
	T9610	Distribution and Logistics Management (Self-Paced Tutorial)	24	\$75	\$99
	T9629	Effective Selling (Self-Paced Tutorial)	24	\$75	\$99
	T9650	Employment Law Fundamentals (Self-Paced Tutorial)	24	\$75	\$99
	T9276	Empowering Students With Disabilities (Self-Paced Tutorial)	24	\$75	\$99
	T9813	Enhancing Language Development in Childhood (Self-Paced Tutorial)	24	\$75	\$99
	T9285	Explore a Career as a Paralegal (Self-Paced Tutorial)	24	\$75	\$99
	T9111	Explore a Career as an Administrative Medical Assistant (Self-Paced Tutorial)	24	\$75	\$99
T9209	Explore a Career in Medical Coding (Self-Paced Tutorial)	24	\$75	\$99	
T9212	Explore a Career in Medical Transcription (Self-Paced Tutorial)	24	\$75	\$99	
T9265	Fundamentals of Supervision and Management (Self-Paced Tutorial)	24	\$75	\$99	

Fundamentals	Product	Uncategorized	Hours	Cost	Retail
	T9628	Fundamentals of Supervision and Management II (Self-Paced Tutorial)	24	\$75	\$99
	T9273	Fundamentals of Technical Writing (Self-Paced Tutorial)	24	\$75	\$99
	T9236	Get Assertive! (Self-Paced Tutorial)	24	\$65	\$89
	T9690	Get Funny! (Self-Paced Tutorial)	24	\$65	\$89
	T9812	Get Grants! (Self-Paced Tutorial)	24	\$75	\$99
	T9622	GMAT Preparation (Self-Paced Tutorial)	24	\$65	\$89
	T9604	Grammar for ESL (Self-Paced Tutorial)	24	\$75	\$99
	T9228	Grammar Refresher (Self-Paced Tutorial)	24	\$65	\$89
	T9242	Grammar Refresher II (Self-Paced Tutorial)	24	\$65	\$89
	T9312	GRE Preparation - Part 1 (Verbal and Analytical) (Self-Paced Tutorial)	24	\$65	\$89
	T9313	GRE Preparation - Part 2 (Quantitative) (Self-Paced Tutorial)	24	\$65	\$89
	T9292	Guided Reading and Writing: Strategies for Maximum Student Achievement (Self-Paced Tutorial)	24	\$75	\$99
	T9291	Guided Reading: Strategies for the Differentiated Classroom (Self-Paced Tutorial)	24	\$75	\$99
	T9115	Handling Medical Emergencies (Self-Paced Tutorial)	24	\$75	\$99
	T9638	High Speed Project Management (Self-Paced Tutorial)	24	\$75	\$99
	T9691	HIPAA Compliance (Self-Paced Tutorial)	24	\$75	\$99
	T9625	How to Make Money From Your Writing (Self-Paced Tutorial)	24	\$75	\$99
	T9694	Human Anatomy and Physiology II (Self-Paced Tutorial)	24	\$75	\$99
	T8530	Individual Excellence (Self-Paced Tutorial)	24	\$75	\$99
	T9684	Instant Italian (Self-Paced Tutorial)	24	\$65	\$89
	T9293	Integrating Technology in the Classroom (Self-Paced Tutorial)	24	\$75	\$99
	T9620	Intermediate C# Programming (Self-Paced Tutorial)	24	\$75	\$99
T9618	Intermediate CSS3 and HTML5 (Self-Paced Tutorial)	24	\$75	\$99	
T9627	Intermediate Java Programming (Self-Paced Tutorial)	24	\$75	\$99	
T9637	Intermediate Microsoft Access 2016 (Self-Paced Tutorial)	24	\$80	\$104	
T9439	Intermediate Microsoft Access 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104	
T9254	Intermediate Microsoft Excel 2010 (Self-Paced Tutorial)	24	\$75	\$99	
T9253	Intermediate Microsoft Excel 2013 (Self-Paced Tutorial)	24	\$75	\$99	
T8499	Intermediate Microsoft Excel 2016 (Self-Paced Tutorial)	24	\$80	\$104	
T9441	Intermediate Microsoft Excel 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104	
T9601	Intermediate Microsoft Word 2016 (Self-Paced Tutorial)	24	\$80	\$104	
T9440	Intermediate Microsoft Word 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104	
T9661	Intermediate Networking (Self-Paced Tutorial)	24	\$75	\$99	
T9263	Intermediate QuickBooks 2017 (Self-Paced Tutorial)	24	\$75	\$99	
T9452	Intermediate QuickBooks 2019 (Self-Paced Tutorial)	24	\$80	\$104	
T9747	Intermediate SQL (Self-Paced Tutorial)	24	\$75	\$99	
T9220	Intermediate WordPress Websites (Self-Paced Tutorial)	24	\$75	\$99	
T9179	Interpersonal Communication (Self-Paced Tutorial)	24	\$65	\$89	
T9316	Introduction to Algebra (Self-Paced Tutorial)	24	\$75	\$99	



**Fundamentals**

Product	Uncategorized	Hours	Cost	Retail
T9594	Introduction to Business Analysis (Self-Paced Tutorial)	24	\$75	\$99
T9221	Introduction to C# Programming (Self-Paced Tutorial)	24	\$75	\$99
T9636	Introduction to C++ Programming (Self-Paced Tutorial)	24	\$75	\$99
T9669	Introduction to Chemistry (Self-Paced Tutorial)	24	\$75	\$99
T9218	Introduction to CSS3 and HTML5 (Self-Paced Tutorial)	24	\$75	\$99
T9817	Introduction to Database Development (Self-Paced Tutorial)	24	\$75	\$99
T9257	Introduction to Illustrator CS6 (Self-Paced Tutorial)	24	\$75	\$99
T9197	Introduction to InDesign CC (Self-Paced Tutorial)	24	\$75	\$99
T9663	Introduction to InDesign CS6 (Self-Paced Tutorial)	24	\$75	\$99
T9217	Introduction to Java Programming (Self-Paced Tutorial)	24	\$75	\$99
T9640	Introduction to JavaScript (Self-Paced Tutorial)	24	\$75	\$99
T9659	Introduction to Journaling (Self-Paced Tutorial)	24	\$65	\$89
T9284	Introduction to Microsoft Access 2010 (Self-Paced Tutorial)	24	\$75	\$99
T9256	Introduction to Microsoft Access 2013 (Self-Paced Tutorial)	24	\$75	\$99
T9626	Introduction to Microsoft Access 2016 (Self-Paced Tutorial)	24	\$80	\$104
T9433	Introduction to Microsoft Access 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104
T9252	Introduction to Microsoft Excel 2010 (Self-Paced Tutorial)	24	\$75	\$99
T9187	Introduction to Microsoft Excel 2013 (Self-Paced Tutorial)	24	\$75	\$99
T8493	Introduction to Microsoft Excel 2016 (Self-Paced Tutorial)	24	\$80	\$104
T9437	Introduction to Microsoft Excel 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104
T9632	Introduction to Microsoft PowerPoint 2016 (Self-Paced Tutorial)	24	\$80	\$104
T9435	Introduction to Microsoft PowerPoint 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104
T9598	Introduction to Microsoft Project 2016 (Self-Paced Tutorial)	24	\$80	\$104
T9438	Introduction to Microsoft Project 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104
T9259	Introduction to Microsoft Word 2013 (Self-Paced Tutorial)	24	\$75	\$99
T8496	Introduction to Microsoft Word 2016 (Self-Paced Tutorial)	24	\$80	\$104
T9436	Introduction to Microsoft Word 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$104
T9113	Introduction to Natural Health and Healing (Self-Paced Tutorial)	24	\$65	\$89
T9219	Introduction to Networking (Self-Paced Tutorial)	24	\$75	\$99
T9611	Introduction to Nonprofit Management (Self-Paced Tutorial)	24	\$75	\$99
T9225	Introduction to PC Security (Self-Paced Tutorial)	24	\$75	\$99
T9198	Introduction to Photoshop CC (Self-Paced Tutorial)	24	\$75	\$99
T9603	Introduction to PHP and MySQL (Self-Paced Tutorial)	24	\$75	\$99
T9827	Introduction to Programming (Self-Paced Tutorial)	24	\$75	\$99
T9196	Introduction to Python 3 Programming (Self-Paced Tutorial)	24	\$75	\$99
T8495	Introduction to QuickBooks 2015 (Self-Paced Tutorial)	24	\$75	\$99
T9255	Introduction to QuickBooks 2016 (Self-Paced Tutorial)	24	\$75	\$99
T9262	Introduction to QuickBooks 2017 (Self-Paced Tutorial)	24	\$75	\$99
T9450	Introduction to QuickBooks 2019 (Self-Paced Tutorial)	24	\$80	\$104
T9188	Introduction to QuickBooks Online (Self-Paced Tutorial)	24	\$75	\$99

	Fundamentals		Hours	Cost	Retail
	Product	Uncategorized			
	T9660	Introduction to Screenwriting (Self-Paced Tutorial)	24	\$75	\$99
	T9315	Introduction to Statistics (Self-Paced Tutorial)	24	\$75	\$99
	T9657	Introduction to Stock Options (Self-Paced Tutorial)	24	\$75	\$99
	T9609	Introduction to Visual Basic (Self-Paced Tutorial)	24	\$75	\$99
	T9249	Introduction to Windows 10 (Self-Paced Tutorial)	24	\$75	\$99
	T9233	Keyboarding (Self-Paced Tutorial)	24	\$65	\$89
	T9269	Keys to Effective Communication (Self-Paced Tutorial)	24	\$65	\$89
	T9597	Keys to Successful Money Management (Self-Paced Tutorial)	24	\$65	\$89
	T9271	Leadership (Self-Paced Tutorial)	24	\$75	\$99
	T9816	Legal Nurse Consulting (Self-Paced Tutorial)	24	\$75	\$99
	T9631	Listen to Your Heart, and Success Will Follow (Self-Paced Tutorial)	24	\$65	\$89
	T9596	LSAT Preparation - Part 1 (Self-Paced Tutorial)	24	\$65	\$89
	T9719	LSAT Preparation - Part 2 (Self-Paced Tutorial)	24	\$65	\$89
	T9656	Luscious, Low-Fat, Lightning-Quick Meals (Self-Paced Tutorial)	24	\$65	\$89
	T9617	Managing Customer Service (Self-Paced Tutorial)	24	\$75	\$99
	T9616	Marketing Your Business on the Internet (Self-Paced Tutorial)	24	\$75	\$99
	T9737	Marketing Your Nonprofit (Self-Paced Tutorial)	24	\$75	\$99
	T9676	Marriage and Relationships: Keys to Success (Self-Paced Tutorial)	24	\$75	\$99
	T9606	Mastering Public Speaking (Self-Paced Tutorial)	24	\$75	\$99
	T9229	Mastering your Digital SLR Camera (Self-Paced Tutorial)	24	\$65	\$89
	T9613	Mastery of Business Fundamentals (Self-Paced Tutorial)	24	\$75	\$99
	T9289	Math Refresher (Self-Paced Tutorial)	24	\$75	\$99
	T8894	Medical Math (Self-Paced Tutorial)	24	\$75	\$99
	T9213	Medical Terminology II: A Focus on Human Disease (Self-Paced Tutorial)	24	\$75	\$99
	T8450	Medical Terminology: A Word Association Approach (Self-Paced Tutorial)	24	\$75	\$99
	T9261	Microsoft Excel - Pivot Tables (Self-Paced Tutorial)	24	\$75	\$99
	T9238	Personal Finance (Self-Paced Tutorial)	24	\$75	\$99
	T9599	Photographing Nature with Your Digital Camera (Self-Paced Tutorial)	24	\$65	\$89
	T9666	Photographing People With Your Digital Camera (Self-Paced Tutorial)	24	\$65	\$89
	T9643	Photoshop CC for the Digital Photographer (Self-Paced Tutorial)	24	\$65	\$89
	T9309	Praxis Core Preparation (Self-Paced Tutorial)	24	\$75	\$99
	T9729	Prepare for the GED Math Test (Self-Paced Tutorial)	24	\$75	\$99
	T9311	Prepare for the GED Test (Self-Paced Tutorial)	24	\$75	\$99
	T9685	Professional Sales Skills (Self-Paced Tutorial)	24	\$75	\$99
	T9272	Project Management Applications (Self-Paced Tutorial)	24	\$75	\$99
	T8494	Project Management Fundamentals (Self-Paced Tutorial)	24	\$75	\$99
	T9282	Project Management Fundamentals II (Self-Paced Tutorial)	24	\$75	\$99
	T9268	Project Management Professional (PMP) Prep I (Self-Paced Tutorial)	24	\$80	\$104
	T9277	Project Management Professional (PMP) Prep II (Self-Paced Tutorial)	24	\$80	\$104

	Fundamentals		Hours	Cost	Retail
	Product	Uncategorized			
	T9623	Purchasing Fundamentals (Self-Paced Tutorial)	24	\$75	\$99
	T9314	Ready, Set, Read! (Self-Paced Tutorial)	24	\$65	\$89
	T9245	Real Estate Investing (Self-Paced Tutorial)	24	\$65	\$89
	T9612	Real Estate Law (Self-Paced Tutorial)	24	\$75	\$99
	T9230	Response to Intervention: Reading Strategies That Work (Self-Paced Tutorial)	24	\$65	\$89
	T9646	Resume Writing Workshop (Self-Paced Tutorial)	24	\$75	\$99
	T9334	SAT/ACT Prep Course - Part 1 (Self-Paced Tutorial)	24	\$65	\$89
	T9720	SAT/ACT Prep Course - Part 2 (Self-Paced Tutorial)	24	\$65	\$89
	T9234	Secrets of Better Photography (Self-Paced Tutorial)	24	\$65	\$89
	T9199	Singapore Math Strategies: Model Drawing for Grades 1-6 (Self-Paced Tutorial)	24	\$75	\$99
	T9288	Singapore Math: Number Sense and Computational Strategies (Self-Paced Tutorial)	24	\$75	\$99
	T9619	Skills for Making Great Decisions (Self-Paced Tutorial)	24	\$75	\$99
	T9675	Small Business Marketing on a Shoestring (Self-Paced Tutorial)	24	\$75	\$99
	T9286	Solving Classroom Discipline Problems (Self-Paced Tutorial)	24	\$75	\$99
	T9602	Solving Classroom Discipline Problems II (Self-Paced Tutorial)	24	\$75	\$99
	T9112	Spanish For Medical Professionals (Self-Paced Tutorial)	24	\$75	\$99
	T9743	Spanish for Medical Professionals II (Self-Paced Tutorial)	24	\$75	\$99
	T9299	Spanish in the Classroom (Self-Paced Tutorial)	24	\$75	\$99
	T9226	Speed Spanish (Self-Paced Tutorial)	24	\$75	\$99
	T9227	Speed Spanish II (Self-Paced Tutorial)	24	\$75	\$99
	T9607	Speed Spanish III (Self-Paced Tutorial)	24	\$75	\$99
	T9668	Start a Pet Sitting Business (Self-Paced Tutorial)	24	\$75	\$99
	T9655	Start and Operate Your Own Home-Based Business (Self-Paced Tutorial)	24	\$75	\$99
	T9652	Start Your Own Edible Garden (Self-Paced Tutorial)	24	\$75	\$99
	T9674	Start Your Own Online Business (Self-Paced Tutorial)	24	\$75	\$99
	T9274	Start Your Own Small Business (Self-Paced Tutorial)	24	\$75	\$99
	T9231	Stocks, Bonds, and Investing: Oh, My! (Self-Paced Tutorial)	24	\$65	\$89
	T9624	Supply Chain Management Fundamentals (Self-Paced Tutorial)	24	\$75	\$99
	T9294	Teaching Adult Learners (Self-Paced Tutorial)	24	\$75	\$99
	T9693	Teaching Math: Grades 4-6 (Self-Paced Tutorial)	24	\$75	\$99
	T9310	Teaching Preschool: A Year of Inspiring Lessons (Self-Paced Tutorial)	24	\$75	\$99
	T9300	Teaching Smarter With SMART Boards (Self-Paced Tutorial)	24	\$75	\$99
	T9287	Teaching Students With ADHD (Self-Paced Tutorial)	24	\$75	\$99
	T9290	Teaching Students With Autism: Strategies for Success (Self-Paced Tutorial)	24	\$75	\$99
	T9296	Teaching Students With Learning Disabilities (Self-Paced Tutorial)	24	\$75	\$99
	T9734	Teaching Writing: Grades 4-6 (Self-Paced Tutorial)	24	\$75	\$99
	T9298	Teaching Writing: Grades K-3 (Self-Paced Tutorial)	24	\$75	\$99
	T9567	TEAS Prep 1 (Self-Paced Tutorial)	24	\$75	\$99

Fundamentals

Product	Uncategorized	Hours	Cost	Retail
T9593	TEAS Prep 2 (Self-Paced Tutorial)	24	\$75	\$99
T9653	The Analysis and Valuation of Stocks (Self-Paced Tutorial)	24	\$65	\$89
T9664	The Creative Classroom (Self-Paced Tutorial)	24	\$75	\$99
T9235	The Keys to Effective Editing (Self-Paced Tutorial)	24	\$75	\$99
T9814	Total Quality Fundamentals (Self-Paced Tutorial)	24	\$75	\$99
T9658	Travel Photography for the Digital Photographer (Self-Paced Tutorial)	24	\$65	\$89
T8531	Twelve Steps to a Successful Job Search (Self-Paced Tutorial)	24	\$75	\$99
T9116	Understanding Adolescents (Self-Paced Tutorial)	24	\$65	\$89
T9278	Understanding the Human Resources Function (Self-Paced Tutorial)	24	\$75	\$99
T9270	Using Social Media in Business (Self-Paced Tutorial)	24	\$75	\$99
T9810	Using the Internet in the Classroom (Self-Paced Tutorial)	24	\$75	\$99
T9677	Workers' Compensation (Self-Paced Tutorial)	24	\$75	\$99
T9749	Wow, What a Great Event! (Self-Paced Tutorial)	24	\$65	\$89
T9237	Write Fiction Like a Pro (Self-Paced Tutorial)	24	\$65	\$89
T9815	Write Your Life Story (Self-Paced Tutorial)	24	\$65	\$89
T9595	Writeriffic: Creativity Training for Writers (Self-Paced Tutorial)	24	\$65	\$89
T9275	Writing Effective Grant Proposals (Self-Paced Tutorial)	24	\$75	\$99
T9828	Writing for ESL (Self-Paced Tutorial)	24	\$65	\$89
Product	Writing and Publishing	Hours	Cost	Retail
gw1	A to Z Grant Writing	24	\$75	\$99
agw	A to Z Grant Writing II - Beyond the Basics	24	\$75	\$99
afw	Advanced Fiction Writing	24	\$65	\$89
adp	Advanced Grant Proposal Writing	24	\$75	\$99
gwc	Becoming a Grant Writing Consultant	24	\$75	\$99
bgp	Beginner's Guide to Getting Published	24	\$75	\$99
wwk	Beginning Writer's Workshop	24	\$75	\$99
bmw	Business and Marketing Writing	24	\$75	\$99
cww	Creating WordPress Websites	24	\$75	\$99
ebw	Effective Business Writing	24	\$75	\$99
emw	Explore a Career in Medical Writing	24	\$75	\$99
tec	Fundamentals of Technical Writing	24	\$75	\$99
ggr	Get Grants!	24	\$75	\$99
grr	Grammar Refresher	24	\$65	\$89
gr2	Grammar Refresher II	24	\$65	\$89
wc2	How to Make Money From Your Writing	24	\$75	\$99
iw0	Intermediate Microsoft Word 2010	24	\$75	\$99
cw2	Intermediate WordPress Websites	24	\$75	\$99
iwm	Introduction to Internet Writing Markets	24	\$75	\$99
itj	Introduction to Journaling	24	\$65	\$89
isw	Introduction to Screenwriting	24	\$75	\$99

Fundamentals	Product	Writing and Publishing	Hours	Cost	Retail
	mys	Mystery Writing	24	\$65	\$89
	pyb	Publish and Sell Your E-Books	24	\$75	\$99
	rmw	Research Methods for Writers	24	\$75	\$99
	rww	Resume Writing Workshop	24	\$75	\$99
	row	Romance Writing	24	\$65	\$89
	mw1	The Craft of Magazine Writing	24	\$75	\$99
	kee	The Keys to Effective Editing	24	\$75	\$99
	trw	Travel Writing	24	\$65	\$89
	wpn	Write and Publish Your Nonfiction Book	24	\$65	\$89
	ewc	Write Effective Web Content	24	\$75	\$99
	wlp	Write Fiction Like a Pro	24	\$65	\$89
	wl1	Write Your Life Story	24	\$65	\$89
	wc1	Writeriffic: Creativity Training for Writers	24	\$65	\$89
	wgp	Writing Effective Grant Proposals	24	\$75	\$99
	wre	Writing Essentials	24	\$75	\$99
	wfc	Writing for Children	24	\$65	\$89
	wfe	Writing for ESL	24	\$65	\$89
	wfn	Writing the Fantasy Novel	24	\$65	\$89
	wyf	Writing Young Adult Fiction	24	\$65	\$89

Broward Community Schools Product Price List

March 2020

Bundles	Product	Accounting and Finance	Hours	Cost	Retail
	B8537	Accounting Fundamentals Series	48	\$129	\$199
	B9093	Accounting with Excel 2016 Suite	96	\$295	\$395
	B9096	Financial Analyst Suite	96	\$295	\$395
	B8460	Microsoft Excel 2016 Series	72	\$210	\$324
	B8453	Microsoft Office 2016 Value Suite	72	\$210	\$324
	B8470	QuickBooks 2016 Series	48	\$129	\$199
	B8911	QuickBooks 2017 Series	48	\$129	\$199
	B9173	QuickBooks 2018 Series	48	\$129	\$199
	B8580	Real Estate Suite	72	\$199	\$299
	B8564	Stock Trading Suite	72	\$199	\$299
	Product	Business	Hours	Cost	Retail
	B8755	A to Z Grant Writing Series	48	\$129	\$199
	B8537	Accounting Fundamentals Series	48	\$129	\$199
	B9093	Accounting with Excel 2016 Suite	96	\$295	\$395
	B8547	Administrative Assistant Suite	72	\$199	\$299
	B8509	Basic Computer Skills Suite	72	\$199	\$299
	B8565	Digital Marketing Suite	72	\$199	\$299
	B8550	Entrepreneurship Suite	72	\$199	\$299
	B9092	Event Planning Suite	48	\$129	\$199
B9096	Financial Analyst Suite	96	\$295	\$395	
B8703	Grammar Refresher Series	48	\$129	\$199	
B8508	Grant Writing Suite	72	\$199	\$299	
B9065	Health Care Entrepreneurship Bundle	23	\$75	\$118	
B9164	Human Resource Management Suite	72	\$199	\$299	
B8507	Leadership Suite	96	\$295	\$395	
B8460	Microsoft Excel 2016 Series	72	\$210	\$324	
B8453	Microsoft Office 2016 Value Suite	72	\$210	\$324	
B8551	Microsoft Word 2016 Series	48	\$145	\$225	
B8928	New Manager Suite	72	\$199	\$299	
B9006	Nonprofit Management and Grant Writing Suite	96	\$295	\$395	
B8548	Nonprofit Suite	72	\$199	\$299	
B8579	Presentation Skills Suite	72	\$199	\$299	
B8897	Project Management Fundamentals Series	48	\$129	\$199	
B8539	Project Management Professional (PMP) Prep Series	48	\$146	\$183	
B8549	Project Management Suite	72	\$199	\$299	
B8470	QuickBooks 2016 Series	48	\$129	\$199	
B8911	QuickBooks 2017 Series	48	\$129	\$199	
B8598	Sales Training Suite	72	\$199	\$299	
B8925	Self-Improvement Suite	72	\$199	\$299	

Bundles

Product	Business	Hours	Cost	Retail
B9094	Small Business Suite	72	\$199	\$299
B8506	Soft Skills Suite	96	\$295	\$395
B8511	Supervision and Management Series	48	\$129	\$199
B9731	Supervisor Suite	72	\$199	\$299
B8597	Supply Chain Suite	72	\$199	\$299
Product	College Readiness	Hours	Cost	Retail
B8541	GRE Prep Series	48	\$129	\$199
B8472	Human Physiology Series	48	\$129	\$199
B9332	Prepare for GED Test Series	48	\$129	\$199
B8540	SAT/ACT Prep Series	48	\$129	\$199
Product	Computer Applications	Hours	Cost	Retail
B9093	Accounting with Excel 2016 Suite	96	\$295	\$395
B9579	Accounting with MS Excel 2019 Suite	96	\$295	\$395
B8501	Adobe Value Suite	72	\$199	\$299
B8477	Microsoft Access 2016 Series	48	\$145	\$225
B9376	Microsoft Access 2019/Office 365 Series	48	\$145	\$225
B8460	Microsoft Excel 2016 Series	72	\$210	\$324
B9404	Microsoft Excel 2019/Office 365 Series	72	\$210	\$324
B8453	Microsoft Office 2016 Value Suite	72	\$210	\$324
B9377	Microsoft Office 2019/365 Value Suite	72	\$210	\$324
B8551	Microsoft Word 2016 Series	48	\$145	\$225
B9379	Microsoft Word 2019/Office 365 Series	48	\$145	\$225
B8470	QuickBooks 2016 Series	48	\$129	\$199
B8911	QuickBooks 2017 Series	48	\$129	\$199
B9405	QuickBooks 2019 Series	48	\$129	\$199
Product	Design and Composition	Hours	Cost	Retail
B8542	Creating WordPress Websites Series	48	\$129	\$199
B8566	HTML and CSS Series	72	\$199	\$299
B8546	Photography Suite	72	\$199	\$299
B8473	Web Design Value Suite	72	\$199	\$299
Product	Healthcare and Medical	Hours	Cost	Retail
B9026	Aging and Health Bundle	45	\$165	\$249
B9095	Animal Lover Suite	72	\$199	\$299
B8596	Explore a Career in Healthcare Suite	72	\$199	\$299
B9055	Global Health and Healing Bundle	42	\$155	\$215
B9052	Health and Well-Being Bundle	77	\$320	\$399
B9065	Health Care Entrepreneurship Bundle	23	\$75	\$118
B8924	Medical Office Basics Suite	96	\$295	\$395
B8478	Medical Spanish Series	48	\$129	\$199
B8719	Medical Terminology Series	48	\$129	\$199

<b>Bundles</b>	<b>Product</b>	<b>Healthcare and Medical</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	B9034	Mind-Body Therapies Bundle	40	\$165	\$249
	B9033	Nutrition and Health Bundle	28	\$118	\$169
	B9064	Pain Management and End of Life Bundle	33	\$115	\$159
	B8563	Veterinary Assistant Series	72	\$199	\$299
	B9099	Women's Health Bundle	47	\$174	\$240
	<b>Product</b>	<b>Language and Arts</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	B8546	Photography Suite	72	\$199	\$299
	<b>Product</b>	<b>Law and Legal</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	B9748	Introduction to Law Suite	72	\$199	\$299
	B9730	Paralegal Suite	96	\$295	\$395
	B8479	Workplace Law Essentials Value Suite	48	\$129	\$199
	<b>Product</b>	<b>Personal Development</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	B8550	Entrepreneurship Suite	72	\$199	\$299
	B8703	Grammar Refresher Series	48	\$129	\$199
	B8541	GRE Prep Series	48	\$129	\$199
	B9065	Health Care Entrepreneurship Bundle	23	\$75	\$118
	B8927	Healthy Living Suite	72	\$199	\$299
	B8929	Healthy Relationships Suite	72	\$199	\$299
	B8507	Leadership Suite	96	\$295	\$395
	B9566	LSAT Preparation Series	48	\$129	\$199
	B8926	New Career Suite	72	\$199	\$299
	B8546	Photography Suite	72	\$199	\$299
	B9332	Prepare for GED Test Series	48	\$129	\$199
	B8579	Presentation Skills Suite	72	\$199	\$299
	B8539	Project Management Professional (PMP) Prep Series	48	\$146	\$183
	B8580	Real Estate Suite	72	\$199	\$299
	B8540	SAT/ACT Prep Series	48	\$129	\$199
	B8925	Self-Improvement Suite	72	\$199	\$299
	B9094	Small Business Suite	72	\$199	\$299
	B8506	Soft Skills Suite	96	\$295	\$395
	B8475	Speed Spanish Series	72	\$199	\$299
	B8564	Stock Trading Suite	72	\$199	\$299
<b>Product</b>	<b>Teaching and Education</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>	
B8755	A to Z Grant Writing Series	48	\$129	\$199	
B8481	Educator's Fundamentals Series	72	\$199	\$299	
B8703	Grammar Refresher Series	48	\$129	\$199	
B9332	Prepare for GED Test Series	48	\$129	\$199	
B8567	Reading Strategies Suite	96	\$295	\$395	
B9584	TEAS Prep Series	48	\$129	\$199	



<b>Bundles</b>	<b>Product</b>	<b>Technology</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	B8509	Basic Computer Skills Suite	72	\$199	\$299
	B8538	C# Programming Series	48	\$129	\$199
	B8568	Computer Networking Suite	72	\$199	\$299
	B8542	Creating WordPress Websites Series	48	\$129	\$199
	B8565	Digital Marketing Suite	72	\$199	\$299
	B9149	Front End Developer Suite	72	\$199	\$299
	B8566	HTML and CSS Series	72	\$199	\$299
	B9148	Java Developer Suite	72	\$199	\$299
	B8476	Java Programming Series	48	\$129	\$199
	B8578	Oracle Series	48	\$129	\$199
	B8577	PHP and MySQL Series	48	\$129	\$199
	B8510	SQL Series	48	\$129	\$199
	B8576	Visual Basic Series	48	\$129	\$199
	<b>Product</b>	<b>Writing and Publishing</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
B8755	A to Z Grant Writing Series	48	\$129	\$199	
B9583	Creative Writing Value Suite	72	\$199	\$299	
B9569	Explore Fiction Writing Genres Suite	96	\$245	\$375	
B9568	Explore Non-Fiction Writing Suite	96	\$245	\$375	
B8703	Grammar Refresher Series	48	\$129	\$199	
B8508	Grant Writing Suite	72	\$199	\$299	
B8500	Writing and Editing Value Suite	72	\$199	\$299	
B9570	Writing Fiction Series	48	\$129	\$199	
<b>Fundamentals</b>	<b>Product</b>	<b>Accounting and Finance</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	fun	Accounting Fundamentals	24	\$75	\$115
	af2	Accounting Fundamentals II	24	\$75	\$115
	ae0	Advanced Microsoft Excel 2010	24	\$75	\$115
	ax8	Advanced Microsoft Excel 2013	24	\$75	\$115
	ax6	Advanced Microsoft Excel 2016	24	\$80	\$129
	na9	Intermediate Microsoft Access 2019/Office 365	24	\$80	\$129
	nx0	Intermediate Microsoft Excel 2010	24	\$75	\$115
	nx8	Intermediate Microsoft Excel 2013	24	\$75	\$115
	nx6	Intermediate Microsoft Excel 2016	24	\$80	\$129
	nx9	Intermediate Microsoft Excel 2019/Office 365	24	\$80	\$129
	qi3	Intermediate QuickBooks 2013	24	\$75	\$115
	qi4	Intermediate QuickBooks 2014	24	\$75	\$115
	qi5	Intermediate QuickBooks 2015	24	\$75	\$115
	qi6	Intermediate QuickBooks 2016	24	\$75	\$119
qi7	Intermediate QuickBooks 2017	24	\$75	\$119	
qi8	Intermediate QuickBooks 2018	24	\$75	\$119	

<b>Fundamentals</b>	<b>Product</b>	<b>Accounting and Finance</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	cri	Introduction to Crystal Reports	24	\$75	\$115
	ixt	Introduction to Microsoft Excel 2010	24	\$75	\$115
	ix6	Introduction to Microsoft Excel 2016	24	\$80	\$129
	q13	Introduction to QuickBooks 2013	24	\$75	\$115
	q14	Introduction to QuickBooks 2014	24	\$75	\$115
	q15	Introduction to QuickBooks 2015	24	\$75	\$119
	q16	Introduction to QuickBooks 2016	24	\$75	\$119
	q17	Introduction to QuickBooks 2017	24	\$75	\$119
	q18	Introduction to QuickBooks 2018	24	\$75	\$119
	qol	Introduction to QuickBooks Online	24	\$75	\$115
	iso	Introduction to Stock Options	24	\$75	\$115
	bwl	Keys to Successful Money Management	24	\$65	\$100
	pts	Microsoft Excel - Pivot Tables	24	\$75	\$115
	qp3	Performing Payroll in QuickBooks 2013	24	\$75	\$115
	qp4	Performing Payroll in QuickBooks 2014	24	\$75	\$115
	qp5	Performing Payroll in QuickBooks 2015	24	\$75	\$115
	pfm	Personal Finance	24	\$75	\$115
	qc4	QuickBooks 2013 for Contractors	24	\$75	\$115
	qc6	QuickBooks 2015 for Contractors	24	\$75	\$115
	qc5	QuickBooks for Contractors 2014	24	\$75	\$115
	rei	Real Estate Investing	24	\$65	\$100
	sbi	Stocks, Bonds, and Investing: Oh, My!	24	\$65	\$100
	wdm	Where Does All My Money Go?	24	\$65	\$100
	<b>Product</b>	<b>Business</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
	gw1	A to Z Grant Writing	24	\$75	\$115
agw	A to Z Grant Writing II - Beyond the Basics	24	\$75	\$115	
fun	Accounting Fundamentals	24	\$75	\$115	
af2	Accounting Fundamentals II	24	\$75	\$115	
sdp	Achieving Success with Difficult People	24	\$75	\$115	
se1	Achieving Top Search Engine Positions	24	\$75	\$115	
aaa	Administrative Assistant Applications	24	\$75	\$115	
cop	Administrative Assistant Fundamentals	24	\$75	\$115	
adp	Advanced Grant Proposal Writing	24	\$75	\$115	
ax6	Advanced Microsoft Excel 2016	24	\$80	\$129	
gwc	Becoming a Grant Writing Consultant	24	\$75	\$115	
btw	Building Teams That Work	24	\$75	\$115	
bmw	Business and Marketing Writing	24	\$75	\$115	
bfm	Business Finance for Non-Finance Personnel	24	\$75	\$115	
0sb	Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$66	
csw	Computer Skills for the Workplace	24	\$75	\$115	

	Product	Business	Hours	Cost	Retail
<b>Fundamentals</b>	cbp	Creating a Successful Business Plan	24	\$75	\$115
	dew	Designing Effective Websites	24	\$75	\$115
	dim	Distribution and Logistics Management	24	\$75	\$115
	ebw	Effective Business Writing	24	\$75	\$115
	eff	Effective Selling	24	\$75	\$115
	elp	Employment Law Fundamentals	24	\$75	\$115
	sup	Fundamentals of Supervision and Management	24	\$75	\$115
	su2	Fundamentals of Supervision and Management II	24	\$75	\$115
	ggr	Get Grants!	24	\$75	\$115
	grr	Grammar Refresher	24	\$65	\$100
	gr2	Grammar Refresher II	24	\$65	\$100
	gpf	Growing Plants for Fun and Profit	24	\$65	\$100
	hpo	High Performance Organization	24	\$75	\$115
	pme	High Speed Project Management	24	\$75	\$115
	wc2	How to Make Money From Your Writing	24	\$75	\$115
	pie	Individual Excellence	24	\$75	\$115
	na0	Intermediate Microsoft Access 2010	24	\$75	\$115
	ai3	Intermediate Microsoft Access 2013	24	\$75	\$115
	na6	Intermediate Microsoft Access 2016	24	\$80	\$129
	na9	Intermediate Microsoft Access 2019/Office 365	24	\$80	\$129
	nx0	Intermediate Microsoft Excel 2010	24	\$75	\$115
	nx8	Intermediate Microsoft Excel 2013	24	\$75	\$115
	nx6	Intermediate Microsoft Excel 2016	24	\$80	\$129
	nx9	Intermediate Microsoft Excel 2019/Office 365	24	\$80	\$129
	iw0	Intermediate Microsoft Word 2010	24	\$75	\$115
	n13	Intermediate Microsoft Word 2013	24	\$75	\$115
	nw6	Intermediate Microsoft Word 2016	24	\$80	\$129
	nw9	Intermediate Microsoft Word 2019/Office 365	24	\$80	\$129
	qi4	Intermediate QuickBooks 2014	24	\$75	\$115
	qi5	Intermediate QuickBooks 2015	24	\$75	\$115
	qi6	Intermediate QuickBooks 2016	24	\$75	\$119
	qi7	Intermediate QuickBooks 2017	24	\$75	\$119
	ipc	Interpersonal Communication	24	\$65	\$100
	iba	Introduction to Business Analysis	24	\$75	\$115
	iga	Introduction to Google Analytics	24	\$75	\$115
	ind	Introduction to Interior Design	24	\$75	\$115
	lwm	Introduction to Internet Writing Markets	24	\$75	\$115
	ia0	Introduction to Microsoft Access 2010	24	\$75	\$115
	ia8	Introduction to Microsoft Access 2013	24	\$75	\$115
	ia6	Introduction to Microsoft Access 2016	24	\$80	\$129

Fundamentals

Product	Business	Hours	Cost	Retail
ac9	Introduction to Microsoft Access 2019/Office 365	24	\$80	\$129
ixt	Introduction to Microsoft Excel 2010	24	\$75	\$115
ix6	Introduction to Microsoft Excel 2016	24	\$80	\$129
im0	Introduction to Microsoft Outlook 2010	24	\$75	\$115
im3	Introduction to Microsoft Outlook 2013	24	\$75	\$115
ip0	Introduction to Microsoft PowerPoint 2010	24	\$75	\$115
i13	Introduction to Microsoft PowerPoint 2013	24	\$75	\$115
ip6	Introduction to Microsoft PowerPoint 2016	24	\$80	\$129
ip9	Introduction to Microsoft PowerPoint 2019/Office 365	24	\$80	\$129
mm0	Introduction to Microsoft Project 2010	24	\$75	\$115
mm3	Introduction to Microsoft Project 2013	24	\$75	\$115
mm6	Introduction to Microsoft Project 2016	24	\$80	\$129
mm9	Introduction to Microsoft Project 2019/Office 365	24	\$80	\$129
mp0	Introduction to Microsoft Publisher 2010	24	\$75	\$115
pb3	Introduction to Microsoft Publisher 2013	24	\$75	\$115
iwt	Introduction to Microsoft Word 2010	24	\$75	\$115
mw3	Introduction to Microsoft Word 2013	24	\$75	\$115
iw6	Introduction to Microsoft Word 2016	24	\$80	\$129
iw9	Introduction to Microsoft Word 2019/Office 365	24	\$80	\$129
inm	Introduction to Nonprofit Management	24	\$75	\$115
q13	Introduction to QuickBooks 2013	24	\$75	\$115
q14	Introduction to QuickBooks 2014	24	\$75	\$115
q15	Introduction to QuickBooks 2015	24	\$75	\$119
q16	Introduction to QuickBooks 2016	24	\$75	\$119
q17	Introduction to QuickBooks 2017	24	\$75	\$119
qol	Introduction to QuickBooks Online	24	\$75	\$115
w0i	Introduction to Windows 10	24	\$75	\$115
kec	Keys to Effective Communication	24	\$65	\$100
ldr	Leadership	24	\$75	\$115
eby	Learn to Buy and Sell on eBay	24	\$65	\$100
cuf	Managing Customer Service	24	\$75	\$115
mfa	Manufacturing Applications	24	\$75	\$115
mff	Manufacturing Fundamentals	24	\$75	\$115
mbi	Marketing Your Business on the Internet	24	\$75	\$115
myn	Marketing Your Nonprofit	24	\$75	\$115
mps	Mastering Public Speaking	24	\$75	\$115
msf	Mastery of Business Fundamentals	24	\$75	\$115
pts	Microsoft Excel - Pivot Tables	24	\$75	\$115
sif	Nonprofit Fundraising Essentials	24	\$75	\$115
qp3	Performing Payroll in QuickBooks 2013	24	\$75	\$115

Fundamentals

Product	Business	Hours	Cost	Retail
qp4	Performing Payroll in QuickBooks 2014	24	\$75	\$115
qp5	Performing Payroll in QuickBooks 2015	24	\$75	\$115
pss	Professional Sales Skills	24	\$75	\$115
pma	Project Management Applications	24	\$75	\$115
pmf	Project Management Fundamentals	24	\$75	\$115
pf2	Project Management Fundamentals II	24	\$75	\$115
ppf	Project Management Professional (PMP) Prep I	24	\$80	\$105
ppa	Project Management Professional (PMP) Prep II	24	\$80	\$105
pcf	Purchasing Fundamentals	24	\$75	\$115
qc4	QuickBooks 2013 for Contractors	24	\$75	\$115
qc6	QuickBooks 2015 for Contractors	24	\$75	\$115
qc5	QuickBooks for Contractors 2014	24	\$75	\$115
rei	Real Estate Investing	24	\$65	\$100
bac	Secrets of the Caterer	24	\$65	\$100
tqa	Six Sigma: Total Quality Applications	24	\$75	\$115
bms	Small Business Marketing on a Shoestring	24	\$75	\$115
psb	Start a Pet Sitting Business	24	\$75	\$115
shb	Start and Operate Your Own Home-Based Business	24	\$75	\$115
acb	Start Your Own Arts and Crafts Business	24	\$75	\$115
gbb	Start Your Own Gift Basket Business	24	\$75	\$115
syb	Start Your Own Online Business	24	\$75	\$115
biz	Start Your Own Small Business	24	\$75	\$115
sc1	Starting a Consulting Practice	24	\$75	\$115
cyn	Starting a Nonprofit	24	\$75	\$115
scf	Supply Chain Management Fundamentals	24	\$75	\$115
tqf	Total Quality Fundamentals	24	\$75	\$115
res	Understanding the Human Resources Function	24	\$75	\$115
smb	Using Social Media in Business	24	\$75	\$115
wge	Wow, What a Great Event!	24	\$65	\$100
wgp	Writing Effective Grant Proposals	24	\$75	\$115
wre	Writing Essentials	24	\$75	\$115
Product	College Readiness	Hours	Cost	Retail
gma	GMAT Preparation	24	\$65	\$100
tp1	GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$100
tp4	GRE Preparation - Part 2 (Quantitative)	24	\$65	\$100
hp2	Human Anatomy and Physiology II	24	\$75	\$115
ita	Introduction to Algebra	24	\$75	\$115
bio	Introduction to Biology	24	\$75	\$115
icm	Introduction to Chemistry	24	\$75	\$115
sta	Introduction to Statistics	24	\$75	\$115

**Fundamentals**

Product	College Readiness	Hours	Cost	Retail
ewm	Math Refresher	24	\$75	\$115
mdm	Medical Math	24	\$75	\$115
tp7	SAT/ACT Prep Course - Part 1	24	\$65	\$100
tp8	SAT/ACT Prep Course - Part 2	24	\$65	\$100
Product	Computer Applications	Hours	Cost	Retail
ae0	Advanced Microsoft Excel 2010	24	\$75	\$115
ax8	Advanced Microsoft Excel 2013	24	\$75	\$115
ax6	Advanced Microsoft Excel 2016	24	\$80	\$129
ax9	Advanced Microsoft Excel 2019/Office 365	24	\$80	\$129
nnc	Intermediate InDesign CC	24	\$75	\$115
na0	Intermediate Microsoft Access 2010	24	\$75	\$115
ai3	Intermediate Microsoft Access 2013	24	\$75	\$115
na6	Intermediate Microsoft Access 2016	24	\$80	\$129
na9	Intermediate Microsoft Access 2019/Office 365	24	\$80	\$129
nx0	Intermediate Microsoft Excel 2010	24	\$75	\$115
nx8	Intermediate Microsoft Excel 2013	24	\$75	\$115
nx6	Intermediate Microsoft Excel 2016	24	\$80	\$129
nx9	Intermediate Microsoft Excel 2019/Office 365	24	\$80	\$129
iw0	Intermediate Microsoft Word 2010	24	\$75	\$115
n13	Intermediate Microsoft Word 2013	24	\$75	\$115
nw6	Intermediate Microsoft Word 2016	24	\$80	\$129
nw9	Intermediate Microsoft Word 2019/Office 365	24	\$80	\$129
ncc	Intermediate Photoshop CC	24	\$75	\$115
nc5	Intermediate Photoshop CS5	24	\$75	\$115
nc6	Intermediate Photoshop CS6	24	\$75	\$115
qi3	Intermediate QuickBooks 2013	24	\$75	\$115
qi4	Intermediate QuickBooks 2014	24	\$75	\$115
qi5	Intermediate QuickBooks 2015	24	\$75	\$115
qi6	Intermediate QuickBooks 2016	24	\$75	\$119
qi7	Intermediate QuickBooks 2017	24	\$75	\$119
qi9	Intermediate QuickBooks 2019	24	\$80	\$129
iax	Introduction to Adobe Acrobat X	24	\$75	\$115
cri	Introduction to Crystal Reports	24	\$75	\$115
dsc	Introduction to Digital Scrapbooking	24	\$65	\$100
ii6	Introduction to Illustrator CS6	24	\$75	\$115
inc	Introduction to InDesign CC	24	\$75	\$115
in6	Introduction to InDesign CS6	24	\$75	\$115
lrc	Introduction to Lightroom Classic CC	24	\$75	\$115
ia0	Introduction to Microsoft Access 2010	24	\$75	\$115
ia8	Introduction to Microsoft Access 2013	24	\$75	\$115

Fundamentals

Product	Computer Applications	Hours	Cost	Retail
ia6	Introduction to Microsoft Access 2016	24	\$80	\$129
ac9	Introduction to Microsoft Access 2019/Office 365	24	\$80	\$129
ixt	Introduction to Microsoft Excel 2010	24	\$75	\$115
ix8	Introduction to Microsoft Excel 2013	24	\$75	\$115
ix6	Introduction to Microsoft Excel 2016	24	\$80	\$129
ix9	Introduction to Microsoft Excel 2019/Office 365	24	\$80	\$129
im0	Introduction to Microsoft Outlook 2010	24	\$75	\$115
im3	Introduction to Microsoft Outlook 2013	24	\$75	\$115
ip0	Introduction to Microsoft PowerPoint 2010	24	\$75	\$115
i13	Introduction to Microsoft PowerPoint 2013	24	\$75	\$115
ip6	Introduction to Microsoft PowerPoint 2016	24	\$80	\$129
ip9	Introduction to Microsoft PowerPoint 2019/Office 365	24	\$80	\$129
mm0	Introduction to Microsoft Project 2010	24	\$75	\$115
mm3	Introduction to Microsoft Project 2013	24	\$75	\$115
mm6	Introduction to Microsoft Project 2016	24	\$80	\$129
mm9	Introduction to Microsoft Project 2019/Office 365	24	\$80	\$129
mp0	Introduction to Microsoft Publisher 2010	24	\$75	\$115
pb3	Introduction to Microsoft Publisher 2013	24	\$75	\$115
iwt	Introduction to Microsoft Word 2010	24	\$75	\$115
mw3	Introduction to Microsoft Word 2013	24	\$75	\$115
iw6	Introduction to Microsoft Word 2016	24	\$80	\$129
iw9	Introduction to Microsoft Word 2019/Office 365	24	\$80	\$129
pcc	Introduction to Photoshop CC	24	\$75	\$115
ic5	Introduction to Photoshop CS5	24	\$75	\$115
ic6	Introduction to Photoshop CS6	24	\$75	\$115
q13	Introduction to QuickBooks 2013	24	\$75	\$115
q14	Introduction to QuickBooks 2014	24	\$75	\$115
q15	Introduction to QuickBooks 2015	24	\$75	\$119
q16	Introduction to QuickBooks 2016	24	\$75	\$119
q17	Introduction to QuickBooks 2017	24	\$75	\$119
q19	Introduction to QuickBooks 2019	24	\$80	\$129
qol	Introduction to QuickBooks Online	24	\$75	\$115
pts	Microsoft Excel - Pivot Tables	24	\$75	\$115
qp3	Performing Payroll in QuickBooks 2013	24	\$75	\$115
qp4	Performing Payroll in QuickBooks 2014	24	\$75	\$115
qp5	Performing Payroll in QuickBooks 2015	24	\$75	\$115
pd1	Photoshop CC for the Digital Photographer	24	\$65	\$100
pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$100
p31	Photoshop Elements for the Digital Photographer	24	\$65	\$100
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$100

Fundamentals

Product	Computer Applications	Hours	Cost	Retail
qc4	QuickBooks 2013 for Contractors	24	\$75	\$115
qc6	QuickBooks 2015 for Contractors	24	\$75	\$115
qc5	QuickBooks for Contractors 2014	24	\$75	\$115
of3	What's New in Microsoft Office 2013	24	\$75	\$115
Product	Design and Composition	Hours	Cost	Retail
tm3	Advanced CSS3 and HTML5	24	\$75	\$115
wb4	Advanced Web Pages	24	\$75	\$115
web	Creating Web Pages	24	\$75	\$115
cww	Creating WordPress Websites	24	\$75	\$115
dew	Designing Effective Websites	24	\$75	\$115
dph	Discover Digital Photography	24	\$65	\$100
igd	How to Get Started in Game Development	24	\$75	\$115
tm2	Intermediate CSS3 and HTML5	24	\$75	\$115
nnc	Intermediate InDesign CC	24	\$75	\$115
ncc	Intermediate Photoshop CC	24	\$75	\$115
nc5	Intermediate Photoshop CS5	24	\$75	\$115
nc6	Intermediate Photoshop CS6	24	\$75	\$115
cw2	Intermediate WordPress Websites	24	\$75	\$115
iax	Introduction to Adobe Acrobat X	24	\$75	\$115
tml	Introduction to CSS3 and HTML5	24	\$75	\$115
ii6	Introduction to Illustrator CS6	24	\$75	\$115
inc	Introduction to InDesign CC	24	\$75	\$115
in6	Introduction to InDesign CS6	24	\$75	\$115
ijp	Introduction to JavaScript	24	\$75	\$115
lrc	Introduction to Lightroom Classic CC	24	\$75	\$115
pcc	Introduction to Photoshop CC	24	\$75	\$115
ic5	Introduction to Photoshop CS5	24	\$75	\$115
ic6	Introduction to Photoshop CS6	24	\$75	\$115
slr	Mastering Your Digital SLR Camera	24	\$65	\$100
pnt	Photographing Nature with Your Digital Camera	24	\$65	\$100
pps	Photographing People With Your Digital Camera	24	\$65	\$100
pd1	Photoshop CC for the Digital Photographer	24	\$65	\$100
pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$100
p31	Photoshop Elements for the Digital Photographer	24	\$65	\$100
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$100
crw	Responsive Web Design	24	\$75	\$115
eph	Secrets of Better Photography	24	\$65	\$100
tdp	Travel Photography for the Digital Photographer	24	\$65	\$100
Product	Healthcare and Medical	Hours	Cost	Retail
pcv	Become a Veterinary Assistant	24	\$75	\$115



Fundamentals	Product	Healthcare and Medical	Hours	Cost	Retail
	crb	Become a Veterinary Assistant II: Canine Reproduction	24	\$75	\$115
	psk	Become a Veterinary Assistant III: Practical Skills	24	\$75	\$115
	0bh	Certificate in Brain Health	10	\$36	\$66
	0em	Certificate in Energy Medicine	10	\$40	\$60
	0fn	Certificate in Food, Nutrition, and Health	16	\$65	\$96
	0gh	Certificate in Global Healing Systems	13	\$48	\$78
	0ch	Certificate in Healing Environments for Body, Mind, and Spirit	16	\$75	\$96
	0ha	Certificate in Healthy Aging	10	\$35	\$65
	0ih	Certificate in Holistic and Integrative Health	33	\$168	\$198
	0h1	Certificate in Holistic and Integrative Health: Foundations 1	14	\$64	\$84
	0h2	Certificate in Holistic and Integrative Health: Foundations 2	10	\$46	\$66
	0h3	Certificate in Holistic and Integrative Health: Foundations 3	9	\$34	\$54
	0id	Certificate in Infectious Diseases and Infection Control	13	\$58	\$78
	0mh	Certificate in Integrative Mental Health	20	\$90	\$120
	0ei	Certificate in Legal and Ethical Issues in Healthcare	12	\$52	\$72
	0md	Certificate in Meditation	8	\$48	\$68
	0mw	Certificate in Mindfulness	8	\$48	\$80
	0mt	Certificate in Music Therapy and Sound Healing	8	\$34	\$48
	0nc	Certificate in Nutrition, Chronic Disease, and Health Promotion	12	\$72	\$100
	0sb	Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$66
	0sm	Certificate in Stress Management	14	\$54	\$84
	0vp	Certificate in Violence Prevention and Awareness	13	\$58	\$78
	0we	Certificate in Wellness and the Environment	9	\$34	\$54
0wh	Certificate in Women's Health Issues	14	\$55	\$84	
pht	Explore a Career as a Pharmacy Technician	24	\$75	\$115	
mim	Explore a Career as an Administrative Medical Assistant	24	\$75	\$115	
mt1	Explore a Career in Medical Transcription	24	\$75	\$115	
emw	Explore a Career in Medical Writing	24	\$75	\$115	
ecn	Explore a Career in Nursing	24	\$75	\$115	
hme	Handling Medical Emergencies	24	\$75	\$115	
hip	HIPAA Compliance	24	\$75	\$115	
hap	Human Anatomy and Physiology	24	\$75	\$115	
hp2	Human Anatomy and Physiology II	24	\$75	\$115	
bio	Introduction to Biology	24	\$75	\$115	
nhh	Introduction to Natural Health and Healing	24	\$65	\$100	
iml	Introduction to the Medical Laboratory	24	\$75	\$115	
lnc	Legal Nurse Consulting	24	\$75	\$115	
mdm	Medical Math	24	\$75	\$115	
md2	Medical Terminology II: A Focus on Human Disease	24	\$75	\$115	
smp	Spanish for Medical Professionals	24	\$75	\$115	

Fundamentals

Product	Healthcare and Medical	Hours	Cost	Retail
sm2	Spanish for Medical Professionals II	24	\$75	\$115
psb	Start a Pet Sitting Business	24	\$75	\$115
Product	Language and Arts	Hours	Cost	Retail
afw	Advanced Fiction Writing	24	\$65	\$100
bgp	Beginner's Guide to Getting Published	24	\$75	\$115
bcf	Beginning Conversational French	24	\$65	\$100
jpn	Conversational Japanese	24	\$65	\$100
dph	Discover Digital Photography	24	\$65	\$100
dsl	Discover Sign Language	24	\$65	\$100
drw	Drawing for the Absolute Beginner	24	\$65	\$100
ela	Enhancing Language Development in Childhood	24	\$75	\$115
esl	Grammar for ESL	24	\$75	\$115
igd	How to Get Started in Game Development	24	\$75	\$115
wc2	How to Make Money From Your Writing	24	\$75	\$115
lit	Instant Italian	24	\$65	\$100
nnc	Intermediate InDesign CC	24	\$75	\$115
ncc	Intermediate Photoshop CC	24	\$75	\$115
nc5	Intermediate Photoshop CS5	24	\$75	\$115
nc6	Intermediate Photoshop CS6	24	\$75	\$115
dsc	Introduction to Digital Scrapbooking	24	\$65	\$100
icg	Introduction to Guitar	24	\$65	\$100
ii6	Introduction to Illustrator CS6	24	\$75	\$115
inc	Introduction to InDesign CC	24	\$75	\$115
in6	Introduction to InDesign CS6	24	\$75	\$115
ind	Introduction to Interior Design	24	\$75	\$115
iwm	Introduction to Internet Writing Markets	24	\$75	\$115
itj	Introduction to Journaling	24	\$65	\$100
pcc	Introduction to Photoshop CC	24	\$75	\$115
ic5	Introduction to Photoshop CS5	24	\$75	\$115
ic6	Introduction to Photoshop CS6	24	\$75	\$115
isw	Introduction to Screenwriting	24	\$75	\$115
slr	Mastering Your Digital SLR Camera	24	\$65	\$100
irm	Music Made Easy	24	\$65	\$100
mys	Mystery Writing	24	\$65	\$100
pnt	Photographing Nature with Your Digital Camera	24	\$65	\$100
pps	Photographing People With Your Digital Camera	24	\$65	\$100
pd1	Photoshop CC for the Digital Photographer	24	\$65	\$100
pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$100
p31	Photoshop Elements for the Digital Photographer	24	\$65	\$100
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$100

Fundamentals

Product	Language and Arts	Hours	Cost	Retail
pyb	Publish and Sell Your E-Books	24	\$75	\$115
rmw	Research Methods for Writers	24	\$75	\$115
row	Romance Writing	24	\$65	\$100
eph	Secrets of Better Photography	24	\$65	\$100
sle	Spanish for Law Enforcement	24	\$75	\$115
sm2	Spanish for Medical Professionals II	24	\$75	\$115
stc	Spanish in the Classroom	24	\$75	\$115
sps	Speed Spanish	24	\$75	\$115
sp2	Speed Spanish II	24	\$75	\$115
sp3	Speed Spanish III	24	\$75	\$115
mw1	The Craft of Magazine Writing	24	\$75	\$115
kee	The Keys to Effective Editing	24	\$75	\$115
tdp	Travel Photography for the Digital Photographer	24	\$65	\$100
trw	Travel Writing	24	\$65	\$100
wlp	Write Fiction Like a Pro	24	\$65	\$100
wl1	Write Your Life Story	24	\$65	\$100
wc1	Writeriffic: Creativity Training for Writers	24	\$65	\$100
wre	Writing Essentials	24	\$75	\$115
wfc	Writing for Children	24	\$65	\$100
wfe	Writing for ESL	24	\$65	\$100
wyf	Writing Young Adult Fiction	24	\$65	\$100
Product	Law and Legal	Hours	Cost	Retail
elp	Employment Law Fundamentals	24	\$75	\$115
pc1	Explore a Career as a Paralegal	24	\$75	\$115
icl	Introduction to Criminal Law	24	\$75	\$115
inc	Legal Nurse Consulting	24	\$75	\$115
rel	Real Estate Law	24	\$75	\$115
wcp	Workers' Compensation	24	\$75	\$115
Product	Personal Development	Hours	Cost	Retail
sdp	Achieving Success with Difficult People	24	\$75	\$115
bcf	Beginning Conversational French	24	\$65	\$100
0sb	Certificate in Starting Your Own Business in Health and Healing	11	\$36	\$66
4la	Common Core Standards for English Language Arts K-5	24	\$75	\$115
4cl	Content Literacy: Grades 6-12	24	\$75	\$115
jpn	Conversational Japanese	24	\$65	\$100
cbp	Creating a Successful Business Plan	24	\$75	\$115
dph	Discover Digital Photography	24	\$65	\$100
dsl	Discover Sign Language	24	\$65	\$100
drw	Drawing for the Absolute Beginner	24	\$65	\$100
tsd	Empowering Students With Disabilities	24	\$75	\$115

Fundamentals	Product	Personal Development	Hours	Cost	Retail
	ela	Enhancing Language Development in Childhood	24	\$75	\$115
	ecn	Explore a Career in Nursing	24	\$75	\$115
	gen	Genealogy Basics	24	\$65	\$100
	att	Get Assertive!	24	\$65	\$100
	cwr	Get Funny!	24	\$65	\$100
	gma	GMAT Preparation	24	\$65	\$100
	esl	Grammar for ESL	24	\$75	\$115
	grr	Grammar Refresher	24	\$65	\$100
	gr2	Grammar Refresher II	24	\$65	\$100
	tp1	GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$100
	tp4	GRE Preparation - Part 2 (Quantitative)	24	\$65	\$100
	gpf	Growing Plants for Fun and Profit	24	\$65	\$100
	hme	Handling Medical Emergencies	24	\$75	\$115
	hhp	Happy and Healthy Pregnancy	24	\$65	\$100
	aap	Helping Elderly Parents	24	\$65	\$100
	hss	Homeschool With Success	24	\$65	\$100
	igd	How to Get Started in Game Development	24	\$75	\$115
	wc2	How to Make Money From Your Writing	24	\$75	\$115
	hp2	Human Anatomy and Physiology II	24	\$75	\$115
	pie	Individual Excellence	24	\$75	\$115
	iit	Instant Italian	24	\$65	\$100
	ncc	Intermediate Photoshop CC	24	\$75	\$115
	nc5	Intermediate Photoshop CS5	24	\$75	\$115
nc6	Intermediate Photoshop CS6	24	\$75	\$115	
ipc	Interpersonal Communication	24	\$65	\$100	
ita	Introduction to Algebra	24	\$75	\$115	
bio	Introduction to Biology	24	\$75	\$115	
icm	Introduction to Chemistry	24	\$75	\$115	
dsc	Introduction to Digital Scrapbooking	24	\$65	\$100	
icg	Introduction to Guitar	24	\$65	\$100	
ind	Introduction to Interior Design	24	\$75	\$115	
iwm	Introduction to Internet Writing Markets	24	\$75	\$115	
itj	Introduction to Journaling	24	\$65	\$100	
lrc	Introduction to Lightroom Classic CC	24	\$75	\$115	
nhh	Introduction to Natural Health and Healing	24	\$65	\$100	
pcc	Introduction to Photoshop CC	24	\$75	\$115	
ic5	Introduction to Photoshop CS5	24	\$75	\$115	
ic6	Introduction to Photoshop CS6	24	\$75	\$115	
sta	Introduction to Statistics	24	\$75	\$115	
iso	Introduction to Stock Options	24	\$75	\$115	

Fundamentals	Product	Personal Development	Hours	Cost	Retail
	kec	Keys to Effective Communication	24	\$65	\$100
	bwl	Keys to Successful Money Management	24	\$65	\$100
	ldr	Leadership	24	\$75	\$115
	eby	Learn to Buy and Sell on eBay	24	\$65	\$100
	wyh	Listen to Your Heart, and Success Will Follow	24	\$65	\$100
	lwt	Lose Weight and Keep It Off	24	\$65	\$100
	tp2	LSAT Preparation - Part 1	24	\$65	\$100
	tp5	LSAT Preparation - Part 2	24	\$65	\$100
	lif	Luscious, Low-Fat, Lightning-Quick Meals	24	\$65	\$100
	mbi	Marketing Your Business on the Internet	24	\$75	\$115
	ksm	Marriage and Relationships: Keys to Success	24	\$75	\$115
	mps	Mastering Public Speaking	24	\$75	\$115
	slr	Mastering Your Digital SLR Camera	24	\$65	\$100
	ewm	Math Refresher	24	\$75	\$115
	mdm	Medical Math	24	\$75	\$115
	msr	Merrill Ream Speed Reading	24	\$65	\$100
	lrm	Music Made Easy	24	\$65	\$100
	pfm	Personal Finance	24	\$75	\$115
	pnt	Photographing Nature with Your Digital Camera	24	\$65	\$100
	pps	Photographing People With Your Digital Camera	24	\$65	\$100
	pd1	Photoshop CC for the Digital Photographer	24	\$65	\$100
	pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$100
	p31	Photoshop Elements for the Digital Photographer	24	\$65	\$100
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$100	
pyb	Publish and Sell Your E-Books	24	\$75	\$115	
rsr	Ready, Set, Read!	24	\$65	\$100	
rei	Real Estate Investing	24	\$65	\$100	
4ri	Response to Intervention: Reading Strategies That Work	24	\$65	\$100	
rww	Resume Writing Workshop	24	\$75	\$115	
tp7	SAT/ACT Prep Course - Part 1	24	\$65	\$100	
tp8	SAT/ACT Prep Course - Part 2	24	\$65	\$100	
eph	Secrets of Better Photography	24	\$65	\$100	
bac	Secrets of the Caterer	24	\$65	\$100	
4dm	Singapore Math Strategies: Advanced Model Drawing for Grades 6-9	24	\$75	\$115	
4sm	Singapore Math Strategies: Model Drawing for Grades 1-6	24	\$75	\$115	
4ns	Singapore Math: Number Sense and Computational Strategies	24	\$75	\$115	
dec	Skills for Making Great Decisions	24	\$75	\$115	
sle	Spanish for Law Enforcement	24	\$75	\$115	
sm2	Spanish for Medical Professionals II	24	\$75	\$115	
sps	Speed Spanish	24	\$75	\$115	

**Fundamentals**

<b>Product</b>	<b>Personal Development</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
sp2	Speed Spanish II	24	\$75	\$115
sp3	Speed Spanish III	24	\$75	\$115
psb	Start a Pet Sitting Business	24	\$75	\$115
shb	Start and Operate Your Own Home-Based Business	24	\$75	\$115
seg	Start Your Own Edible Garden	24	\$75	\$115
gbb	Start Your Own Gift Basket Business	24	\$75	\$115
syb	Start Your Own Online Business	24	\$75	\$115
biz	Start Your Own Small Business	24	\$75	\$115
sc1	Starting a Consulting Practice	24	\$75	\$115
sbi	Stocks, Bonds, and Investing: Oh, My!	24	\$65	\$100
tps	Teaching Preschool: A Year of Inspiring Lessons	24	\$75	\$115
lds	Teaching Students With Learning Disabilities	24	\$75	\$115
twk	Teaching Writing: Grades K-3	24	\$75	\$115
10f	The Analysis and Valuation of Stocks	24	\$65	\$100
tdp	Travel Photography for the Digital Photographer	24	\$65	\$100
jhs	Twelve Steps to a Successful Job Search	24	\$75	\$115
una	Understanding Adolescents	24	\$65	\$100
wdm	Where Does All My Money Go?	24	\$65	\$100
wge	Wow, What a Great Event!	24	\$65	\$100
wl1	Write Your Life Story	24	\$65	\$100
wfe	Writing for ESL	24	\$65	\$100
<b>Product</b>	<b>Teaching and Education</b>	<b>Hours</b>	<b>Cost</b>	<b>Retail</b>
gw1	A to Z Grant Writing	24	\$75	\$115
agw	A to Z Grant Writing II - Beyond the Basics	24	\$75	\$115
adp	Advanced Grant Proposal Writing	24	\$75	\$115
5bp	Blogging and Podcasting for Beginners	24	\$65	\$100
4la	Common Core Standards for English Language Arts K-5	24	\$75	\$115
4cl	Content Literacy: Grades 6-12	24	\$75	\$115
5wb	Creating a Classroom Website	24	\$75	\$115
4cc	Creating Classroom Centers	24	\$75	\$115
4ic	Creating the Inclusive Classroom: Strategies for Success	24	\$75	\$115
5di	Differentiated Instruction in the Classroom	24	\$75	\$115
4da	Differentiating K-12 Assessments	24	\$75	\$115
tsd	Empowering Students With Disabilities	24	\$75	\$115
ela	Enhancing Language Development in Childhood	24	\$75	\$115
att	Get Assertive!	24	\$65	\$100
ggr	Get Grants!	24	\$75	\$115
grr	Grammar Refresher	24	\$65	\$100
gr2	Grammar Refresher II	24	\$65	\$100
tp1	GRE Preparation - Part 1 (Verbal and Analytical)	24	\$65	\$100

Fundamentals	Product	Teaching and Education	Hours	Cost	Retail
	tp4	GRE Preparation - Part 2 (Quantitative)	24	\$65	\$100
	4gw	Guided Reading and Writing: Strategies for Maximum Student Achievement	24	\$75	\$115
	4gr	Guided Reading: Strategies for the Differentiated Classroom	24	\$75	\$115
	hme	Handling Medical Emergencies	24	\$75	\$115
	hss	Homeschool With Success	24	\$65	\$100
	5it	Integrating Technology in the Classroom	24	\$75	\$115
	ita	Introduction to Algebra	24	\$75	\$115
	ldr	Leadership	24	\$75	\$115
	cp3	Microsoft PowerPoint 2013 in the Classroom	24	\$75	\$115
	px1	Praxis Core Preparation	24	\$75	\$115
	rsr	Ready, Set, Read!	24	\$65	\$100
	4ri	Response to Intervention: Reading Strategies That Work	24	\$65	\$100
	tp7	SAT/ACT Prep Course - Part 1	24	\$65	\$100
	tp8	SAT/ACT Prep Course - Part 2	24	\$65	\$100
	4dm	Singapore Math Strategies: Advanced Model Drawing for Grades 6-9	24	\$75	\$115
	4sm	Singapore Math Strategies: Model Drawing for Grades 1-6	24	\$75	\$115
	4ns	Singapore Math: Number Sense and Computational Strategies	24	\$75	\$115
	cdp	Solving Classroom Discipline Problems	24	\$75	\$115
	di2	Solving Classroom Discipline Problems II	24	\$75	\$115
	skt	Survival Kit for New Teachers	24	\$75	\$115
	tal	Teaching Adult Learners	24	\$75	\$115
	ths	Teaching High School Students	24	\$75	\$115
	tmt	Teaching Math: Grades 4-6	24	\$75	\$115
tps	Teaching Preschool: A Year of Inspiring Lessons	24	\$75	\$115	
sci	Teaching Science: Grades 4-6	24	\$65	\$100	
4sb	Teaching Smarter With SMART Boards	24	\$75	\$115	
4ad	Teaching Students With ADHD	24	\$75	\$115	
4as	Teaching Students With Autism: Strategies for Success	24	\$75	\$115	
lds	Teaching Students With Learning Disabilities	24	\$75	\$115	
wrt	Teaching Writing: Grades 4-6	24	\$75	\$115	
twk	Teaching Writing: Grades K-3	24	\$75	\$115	
ts1	TEAS Prep 1	24	\$75	\$115	
tcc	The Creative Classroom	24	\$75	\$115	
4di	The Differentiated Instruction and Response to Intervention Connection	24	\$75	\$115	
una	Understanding Adolescents	24	\$65	\$100	
iic	Using the Internet in the Classroom	24	\$75	\$115	
wgp	Writing Effective Grant Proposals	24	\$75	\$115	
Product	Technology	Hours	Cost	Retail	
se1	Achieving Top Search Engine Positions	24	\$75	\$115	

Fundamentals	Product	Technology	Hours	Cost	Retail
	ac3	Advanced CompTIA A+ Certification Prep	24	\$85	\$110
	tm3	Advanced CSS3 and HTML5	24	\$75	\$115
	hck	Advanced PC Security	24	\$75	\$115
	wb4	Advanced Web Pages	24	\$75	\$115
	ac1	Basic CompTIA A+ Certification Prep	24	\$85	\$110
	5bp	Blogging and Podcasting for Beginners	24	\$65	\$100
	npc	CompTIA Network+ Certification Prep	24	\$85	\$110
	scp	CompTIA Security+ Certification Prep 1	24	\$85	\$110
	sc3	CompTIA Security+ Certification Prep 2	24	\$85	\$110
	csw	Computer Skills for the Workplace	24	\$75	\$115
	ma5	Creating Mobile Apps with HTML5	24	\$75	\$115
	web	Creating Web Pages	24	\$75	\$115
	cww	Creating WordPress Websites	24	\$75	\$115
	dew	Designing Effective Websites	24	\$75	\$115
	igd	How to Get Started in Game Development	24	\$75	\$115
	ncp	Intermediate C# Programming	24	\$75	\$115
	ac2	Intermediate CompTIA A+ Certification Prep	24	\$85	\$110
	tm2	Intermediate CSS3 and HTML5	24	\$75	\$115
	nnc	Intermediate InDesign CC	24	\$75	\$115
	njv	Intermediate Java Programming	24	\$75	\$115
	na0	Intermediate Microsoft Access 2010	24	\$75	\$115
	ai3	Intermediate Microsoft Access 2013	24	\$75	\$115
	na6	Intermediate Microsoft Access 2016	24	\$80	\$129
nx0	Intermediate Microsoft Excel 2010	24	\$75	\$115	
nx8	Intermediate Microsoft Excel 2013	24	\$75	\$115	
ntn	Intermediate Networking	24	\$75	\$115	
noc	Intermediate Oracle	24	\$75	\$115	
ncc	Intermediate Photoshop CC	24	\$75	\$115	
nc5	Intermediate Photoshop CS5	24	\$75	\$115	
nc6	Intermediate Photoshop CS6	24	\$75	\$115	
nph	Intermediate PHP and MySQL	24	\$75	\$115	
ins	Intermediate SQL	24	\$75	\$115	
vb9	Intermediate Visual Basic	24	\$75	\$115	
cw2	Intermediate WordPress Websites	24	\$75	\$115	
cpb	Introduction to C# Programming	24	\$75	\$115	
cab	Introduction to C++ Programming	24	\$75	\$115	
cri	Introduction to Crystal Reports	24	\$75	\$115	
tml	Introduction to CSS3 and HTML5	24	\$75	\$115	
idd	Introduction to Database Development	24	\$75	\$115	
iga	Introduction to Google Analytics	24	\$75	\$115	



Fundamentals

Product	Technology	Hours	Cost	Retail
ij6	Introduction to Illustrator CS6	24	\$75	\$115
inc	Introduction to InDesign CC	24	\$75	\$115
in6	Introduction to InDesign CS6	24	\$75	\$115
jab	Introduction to Java Programming	24	\$75	\$115
ijp	Introduction to JavaScript	24	\$75	\$115
lrc	Introduction to Lightroom Classic CC	24	\$75	\$115
ia0	Introduction to Microsoft Access 2010	24	\$75	\$115
ia8	Introduction to Microsoft Access 2013	24	\$75	\$115
ixt	Introduction to Microsoft Excel 2010	24	\$75	\$115
itn	Introduction to Networking	24	\$75	\$115
ioc	Introduction to Oracle	24	\$75	\$115
pcs	Introduction to PC Security	24	\$75	\$115
trb	Introduction to PC Troubleshooting	24	\$75	\$115
pcc	Introduction to Photoshop CC	24	\$75	\$115
ic5	Introduction to Photoshop CS5	24	\$75	\$115
ic6	Introduction to Photoshop CS6	24	\$75	\$115
iph	Introduction to PHP and MySQL	24	\$75	\$115
itp	Introduction to Programming	24	\$75	\$115
ipy	Introduction to Python 2.5 Programming	24	\$75	\$115
py3	Introduction to Python 3 Programming	24	\$75	\$115
sql	Introduction to SQL	24	\$75	\$115
vb0	Introduction to Visual Basic	24	\$75	\$115
w0i	Introduction to Windows 10	24	\$75	\$115
ixm	Introduction to XML	24	\$75	\$115
key	Keyboarding	24	\$65	\$100
lpi	LPI Linux Essentials Exam Prep	24	\$75	\$115
mbi	Marketing Your Business on the Internet	24	\$75	\$115
pd1	Photoshop CC for the Digital Photographer	24	\$65	\$100
pd2	Photoshop CC for the Digital Photographer II	24	\$65	\$100
p31	Photoshop Elements for the Digital Photographer	24	\$65	\$100
p32	Photoshop Elements for the Digital Photographer II	24	\$65	\$100
crw	Responsive Web Design	24	\$75	\$115
utc	Understanding the Cloud	24	\$75	\$115
wnt	Wireless Networking	24	\$75	\$115
ewc	Write Effective Web Content	24	\$75	\$115
Product	Uncategorized	Hours	Cost	Retail
T9283	A to Z Grant Writing II - Beyond the Basics (Self-Paced Tutorial)	24	\$75	\$115
T9186	Accounting Fundamentals (Self-Paced Tutorial)	24	\$75	\$115
T9266	Accounting Fundamentals II (Self-Paced Tutorial)	24	\$75	\$115
T9178	Achieving Success with Difficult People (Self-Paced Tutorial)	24	\$75	\$115

Fundamentals	Product	Uncategorized	Hours	Cost	Retail
	T9647	Achieving Top Search Engine Positions (Self-Paced Tutorial)	24	\$75	\$115
	T9600	Administrative Assistant Applications (Self-Paced Tutorial)	24	\$75	\$115
	T9267	Administrative Assistant Fundamentals (Self-Paced Tutorial)	24	\$75	\$115
	T9589	Advanced CompTIA A+ Certification Prep (Self-Paced Tutorial)	24	\$85	\$110
	T9592	Advanced Grant Proposal Writing (Self-Paced Tutorial)	24	\$75	\$115
	T9258	Advanced Microsoft Excel 2013 (Self-Paced Tutorial)	24	\$75	\$115
	T9605	Advanced Microsoft Excel 2016 (Self-Paced Tutorial)	24	\$80	\$129
	T9434	Advanced Microsoft Excel 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
	T9216	Basic CompTIA A+ Certification Prep (Self-Paced Tutorial)	24	\$85	\$110
	T9696	Become a Physical Therapy Aide (Self-Paced Tutorial)	24	\$75	\$115
	T9335	Become a Veterinary Assistant (Self-Paced Tutorial)	24	\$75	\$115
	T9639	Become a Veterinary Assistant II: Canine Reproduction (Self-Paced Tutorial)	24	\$75	\$115
	T9722	Become a Veterinary Assistant III: Practical Skills (Self-Paced Tutorial)	24	\$75	\$115
	T9241	Beginning Conversational French (Self-Paced Tutorial)	24	\$65	\$100
	T9240	Blogging and Podcasting for Beginners (Self-Paced Tutorial)	24	\$65	\$100
	T9281	Building Teams That Work (Self-Paced Tutorial)	24	\$75	\$115
	T9621	Business and Marketing Writing (Self-Paced Tutorial)	24	\$75	\$115
	T9279	Business Finance for Non-Finance Personnel (Self-Paced Tutorial)	24	\$75	\$115
	T9651	Certificate in Brain Health (Self-Paced Tutorial)	10	\$36	\$66
T9679	Certificate in Complementary and Integrative Health (Self-Paced Tutorial)	24	\$114	\$144	
T9642	Certificate in End of Life Care (Self-Paced Tutorial)	19	\$84	\$114	
T9717	Certificate in Energy Medicine (Self-Paced Tutorial)	10	\$40	\$60	
T9211	Certificate in Food, Nutrition, and Health (Self-Paced Tutorial)	16	\$65	\$96	
T9210	Certificate in Gerontology (Self-Paced Tutorial)	24	\$120	\$150	
T9670	Certificate in Global Healing Systems (Self-Paced Tutorial)	13	\$48	\$78	
T9667	Certificate in Healing Environments for Body, Mind, and Spirit (Self-Paced Tutorial)	16	\$75	\$96	
T9662	Certificate in Healthy Aging (Self-Paced Tutorial)	10	\$35	\$65	
T9692	Certificate in Holistic and Integrative Health (Self-Paced Tutorial)	33	\$168	\$198	
T9648	Certificate in Infectious Diseases and Infection Control (Self-Paced Tutorial)	13	\$58	\$78	
T9654	Certificate in Legal and Ethical Issues in Healthcare (Self-Paced Tutorial)	12	\$52	\$72	
T9615	Certificate in Meditation (Self-Paced Tutorial)	8	\$48	\$68	
T9645	Certificate in Mindfulness (Self-Paced Tutorial)	8	\$48	\$80	
T9630	Certificate in Nutrition, Chronic Disease, and Health Promotion (Self-Paced Tutorial)	24	\$72	\$100	
T9614	Certificate in Pain Assessment and Management (Self-Paced Tutorial)	12	\$50	\$72	
T9671	Certificate in Perinatal Issues (Self-Paced Tutorial)	20	\$90	\$120	
T9649	Certificate in Starting Your Own Business in Health and Healing (Self-Paced Tutorial)	11	\$36	\$66	
T9695	Certificate in Stress Management (Self-Paced Tutorial)	14	\$54	\$84	

	Product	Uncategorized	Hours	Cost	Retail
<b>Fundamentals</b>	T9718	Certificate in Violence Prevention and Awareness (Self-Paced Tutorial)	13	\$58	\$78
	T9665	Certificate in Women's Health Issues (Self-Paced Tutorial)	14	\$55	\$84
	T9224	CompTIA Security+ Certification Prep 1 (Self-Paced Tutorial)	24	\$85	\$110
	T9721	CompTIA Security+ Certification Prep 2 (Self-Paced Tutorial)	24	\$85	\$110
	T9264	Computer Skills for the Workplace (Self-Paced Tutorial)	24	\$75	\$115
	T9744	Conversational Japanese (Self-Paced Tutorial)	24	\$65	\$100
	T9811	Creating a Classroom Website (Self-Paced Tutorial)	24	\$75	\$115
	T9280	Creating a Successful Business Plan (Self-Paced Tutorial)	24	\$75	\$115
	T9297	Creating Classroom Centers (Self-Paced Tutorial)	24	\$75	\$115
	T9222	Creating Mobile Apps with HTML5 (Self-Paced Tutorial)	24	\$75	\$115
	T9678	Creating the Inclusive Classroom: Strategies for Success (Self-Paced Tutorial)	24	\$75	\$115
	T9214	Creating Web Pages (Self-Paced Tutorial)	24	\$75	\$115
	T9215	Creating WordPress Websites (Self-Paced Tutorial)	24	\$75	\$115
	T9308	Differentiated Instruction in the Classroom (Self-Paced Tutorial)	24	\$75	\$115
	T9239	Discover Digital Photography (Self-Paced Tutorial)	24	\$65	\$100
	T9232	Discover Sign Language (Self-Paced Tutorial)	24	\$65	\$100
	T9610	Distribution and Logistics Management (Self-Paced Tutorial)	24	\$75	\$115
	T9629	Effective Selling (Self-Paced Tutorial)	24	\$75	\$115
	T9650	Employment Law Fundamentals (Self-Paced Tutorial)	24	\$75	\$115
	T9276	Empowering Students With Disabilities (Self-Paced Tutorial)	24	\$75	\$115
	T9813	Enhancing Language Development in Childhood (Self-Paced Tutorial)	24	\$75	\$115
	T9285	Explore a Career as a Paralegal (Self-Paced Tutorial)	24	\$75	\$115
	T9111	Explore a Career as an Administrative Medical Assistant (Self-Paced Tutorial)	24	\$75	\$115
	T9209	Explore a Career in Medical Coding (Self-Paced Tutorial)	24	\$75	\$115
	T9212	Explore a Career in Medical Transcription (Self-Paced Tutorial)	24	\$75	\$115
	T9265	Fundamentals of Supervision and Management (Self-Paced Tutorial)	24	\$75	\$115
	T9628	Fundamentals of Supervision and Management II (Self-Paced Tutorial)	24	\$75	\$115
	T9273	Fundamentals of Technical Writing (Self-Paced Tutorial)	24	\$75	\$115
	T9236	Get Assertive! (Self-Paced Tutorial)	24	\$65	\$100
	T9690	Get Funny! (Self-Paced Tutorial)	24	\$65	\$100
	T9812	Get Grants! (Self-Paced Tutorial)	24	\$75	\$115
	T9622	GMAT Preparation (Self-Paced Tutorial)	24	\$65	\$100
	T9246	Grammar and Writing Skills for the Health Professional (Self-Paced Tutorial)	45	\$129	\$199
	T9604	Grammar for ESL (Self-Paced Tutorial)	24	\$75	\$115
T9228	Grammar Refresher (Self-Paced Tutorial)	24	\$65	\$100	
T9242	Grammar Refresher II (Self-Paced Tutorial)	24	\$65	\$100	
T9312	GRE Preparation - Part 1 (Verbal and Analytical) (Self-Paced Tutorial)	24	\$65	\$100	
T9313	GRE Preparation - Part 2 (Quantitative) (Self-Paced Tutorial)	24	\$65	\$100	

Fundamentals	Product	Uncategorized	Hours	Cost	Retail
	T9292	Guided Reading and Writing: Strategies for Maximum Student Achievement (Self-Paced Tutorial)	24	\$75	\$115
	T9291	Guided Reading: Strategies for the Differentiated Classroom (Self-Paced Tutorial)	24	\$75	\$115
	T9115	Handling Medical Emergencies (Self-Paced Tutorial)	24	\$75	\$115
	T9638	High Speed Project Management (Self-Paced Tutorial)	24	\$75	\$115
	T9691	HIPAA Compliance (Self-Paced Tutorial)	24	\$75	\$115
	T9625	How to Make Money From Your Writing (Self-Paced Tutorial)	24	\$75	\$115
	T8497	Human Anatomy and Physiology (Self-Paced Tutorial)	24	\$75	\$115
	T9694	Human Anatomy and Physiology II (Self-Paced Tutorial)	24	\$75	\$115
	T8530	Individual Excellence (Self-Paced Tutorial)	24	\$75	\$115
	T9684	Instant Italian (Self-Paced Tutorial)	24	\$65	\$100
	T9293	Integrating Technology in the Classroom (Self-Paced Tutorial)	24	\$75	\$115
	T9620	Intermediate C# Programming (Self-Paced Tutorial)	24	\$75	\$115
	T9618	Intermediate CSS3 and HTML5 (Self-Paced Tutorial)	24	\$75	\$115
	T9627	Intermediate Java Programming (Self-Paced Tutorial)	24	\$75	\$115
	T9637	Intermediate Microsoft Access 2016 (Self-Paced Tutorial)	24	\$80	\$129
	T9439	Intermediate Microsoft Access 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
	T9254	Intermediate Microsoft Excel 2010 (Self-Paced Tutorial)	24	\$75	\$115
	T9253	Intermediate Microsoft Excel 2013 (Self-Paced Tutorial)	24	\$75	\$115
	T8499	Intermediate Microsoft Excel 2016 (Self-Paced Tutorial)	24	\$80	\$129
	T9441	Intermediate Microsoft Excel 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
	T9601	Intermediate Microsoft Word 2016 (Self-Paced Tutorial)	24	\$80	\$129
	T9440	Intermediate Microsoft Word 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
	T9661	Intermediate Networking (Self-Paced Tutorial)	24	\$75	\$115
T9263	Intermediate QuickBooks 2017 (Self-Paced Tutorial)	24	\$75	\$119	
T9452	Intermediate QuickBooks 2019 (Self-Paced Tutorial)	24	\$80	\$129	
T9747	Intermediate SQL (Self-Paced Tutorial)	24	\$75	\$115	
T9220	Intermediate WordPress Websites (Self-Paced Tutorial)	24	\$75	\$115	
T9179	Interpersonal Communication (Self-Paced Tutorial)	24	\$65	\$100	
T9316	Introduction to Algebra (Self-Paced Tutorial)	24	\$75	\$115	
T9594	Introduction to Business Analysis (Self-Paced Tutorial)	24	\$75	\$115	
T9221	Introduction to C# Programming (Self-Paced Tutorial)	24	\$75	\$115	
T9636	Introduction to C++ Programming (Self-Paced Tutorial)	24	\$75	\$115	
T9669	Introduction to Chemistry (Self-Paced Tutorial)	24	\$75	\$115	
T9073	Introduction to Cryptography (Self-Paced Tutorial)	12	\$40	\$59	
T9218	Introduction to CSS3 and HTML5 (Self-Paced Tutorial)	24	\$75	\$115	
T9817	Introduction to Database Development (Self-Paced Tutorial)	24	\$75	\$115	
T9257	Introduction to Illustrator CS6 (Self-Paced Tutorial)	24	\$75	\$115	
T9197	Introduction to InDesign CC (Self-Paced Tutorial)	24	\$75	\$115	
T9663	Introduction to InDesign CS6 (Self-Paced Tutorial)	24	\$75	\$115	

**Fundamentals**

Product	Uncategorized	Hours	Cost	Retail
T9217	Introduction to Java Programming (Self-Paced Tutorial)	24	\$75	\$115
T9640	Introduction to JavaScript (Self-Paced Tutorial)	24	\$75	\$115
T9659	Introduction to Journaling (Self-Paced Tutorial)	24	\$65	\$100
T9284	Introduction to Microsoft Access 2010 (Self-Paced Tutorial)	24	\$75	\$115
T9256	Introduction to Microsoft Access 2013 (Self-Paced Tutorial)	24	\$75	\$115
T9626	Introduction to Microsoft Access 2016 (Self-Paced Tutorial)	24	\$80	\$129
T9433	Introduction to Microsoft Access 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
T9252	Introduction to Microsoft Excel 2010 (Self-Paced Tutorial)	24	\$75	\$115
T9187	Introduction to Microsoft Excel 2013 (Self-Paced Tutorial)	24	\$75	\$115
T8493	Introduction to Microsoft Excel 2016 (Self-Paced Tutorial)	24	\$80	\$129
T9437	Introduction to Microsoft Excel 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
T9632	Introduction to Microsoft PowerPoint 2016 (Self-Paced Tutorial)	24	\$80	\$129
T9435	Introduction to Microsoft PowerPoint 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
T9598	Introduction to Microsoft Project 2016 (Self-Paced Tutorial)	24	\$80	\$129
T9438	Introduction to Microsoft Project 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
T9259	Introduction to Microsoft Word 2013 (Self-Paced Tutorial)	24	\$75	\$115
T8496	Introduction to Microsoft Word 2016 (Self-Paced Tutorial)	24	\$80	\$129
T9436	Introduction to Microsoft Word 2019/Office 365 (Self-Paced Tutorial)	24	\$80	\$129
T9072	Introduction to Mobile Security (Self-Paced Tutorial)	7	\$40	\$59
T9113	Introduction to Natural Health and Healing (Self-Paced Tutorial)	24	\$65	\$100
T9219	Introduction to Networking (Self-Paced Tutorial)	24	\$75	\$115
T9611	Introduction to Nonprofit Management (Self-Paced Tutorial)	24	\$75	\$115
T9225	Introduction to PC Security (Self-Paced Tutorial)	24	\$75	\$115
T9198	Introduction to Photoshop CC (Self-Paced Tutorial)	24	\$75	\$115
T9603	Introduction to PHP and MySQL (Self-Paced Tutorial)	24	\$75	\$115
T9827	Introduction to Programming (Self-Paced Tutorial)	24	\$75	\$115
T9196	Introduction to Python 3 Programming (Self-Paced Tutorial)	24	\$75	\$115
T8495	Introduction to QuickBooks 2015 (Self-Paced Tutorial)	24	\$75	\$119
T9255	Introduction to QuickBooks 2016 (Self-Paced Tutorial)	24	\$75	\$119
T9262	Introduction to QuickBooks 2017 (Self-Paced Tutorial)	24	\$75	\$119
T9450	Introduction to QuickBooks 2019 (Self-Paced Tutorial)	24	\$80	\$129
T9188	Introduction to QuickBooks Online (Self-Paced Tutorial)	24	\$75	\$115
T9660	Introduction to Screenwriting (Self-Paced Tutorial)	24	\$75	\$115
T9315	Introduction to Statistics (Self-Paced Tutorial)	24	\$75	\$115
T9657	Introduction to Stock Options (Self-Paced Tutorial)	24	\$75	\$115
T9824	Introduction to the Medical Laboratory (Self-Paced Tutorial)	24	\$75	\$115
T9609	Introduction to Visual Basic (Self-Paced Tutorial)	24	\$75	\$115
T9249	Introduction to Windows 10 (Self-Paced Tutorial)	24	\$75	\$115
T9233	Keyboarding (Self-Paced Tutorial)	24	\$65	\$100
T9269	Keys to Effective Communication (Self-Paced Tutorial)	24	\$65	\$100

	Fundamentals		Hours	Cost	Retail
	Product	Uncategorized			
	T9597	Keys to Successful Money Management (Self-Paced Tutorial)	24	\$65	\$100
	T9271	Leadership (Self-Paced Tutorial)	24	\$75	\$115
	T9816	Legal Nurse Consulting (Self-Paced Tutorial)	24	\$75	\$115
	T9631	Listen to Your Heart, and Success Will Follow (Self-Paced Tutorial)	24	\$65	\$100
	T9596	LSAT Preparation - Part 1 (Self-Paced Tutorial)	24	\$65	\$100
	T9719	LSAT Preparation - Part 2 (Self-Paced Tutorial)	24	\$65	\$100
	T9656	Luscious, Low-Fat, Lightning-Quick Meals (Self-Paced Tutorial)	24	\$65	\$100
	T9617	Managing Customer Service (Self-Paced Tutorial)	24	\$75	\$115
	T9616	Marketing Your Business on the Internet (Self-Paced Tutorial)	24	\$75	\$115
	T9737	Marketing Your Nonprofit (Self-Paced Tutorial)	24	\$75	\$115
	T9676	Marriage and Relationships: Keys to Success (Self-Paced Tutorial)	24	\$75	\$115
	T9606	Mastering Public Speaking (Self-Paced Tutorial)	24	\$75	\$115
	T9229	Mastering your Digital SLR Camera (Self-Paced Tutorial)	24	\$65	\$100
	T9613	Mastery of Business Fundamentals (Self-Paced Tutorial)	24	\$75	\$115
	T9289	Math Refresher (Self-Paced Tutorial)	24	\$75	\$115
	T8894	Medical Math (Self-Paced Tutorial)	24	\$75	\$115
	T9213	Medical Terminology II: A Focus on Human Disease (Self-Paced Tutorial)	24	\$75	\$115
	T8450	Medical Terminology: A Word Association Approach (Self-Paced Tutorial)	24	\$75	\$115
	T9261	Microsoft Excel - Pivot Tables (Self-Paced Tutorial)	24	\$75	\$115
	T9238	Personal Finance (Self-Paced Tutorial)	24	\$75	\$115
	T9599	Photographing Nature with Your Digital Camera (Self-Paced Tutorial)	24	\$65	\$100
	T9666	Photographing People With Your Digital Camera (Self-Paced Tutorial)	24	\$65	\$100
	T9643	Photoshop CC for the Digital Photographer (Self-Paced Tutorial)	24	\$65	\$100
	T9309	Praxis Core Preparation (Self-Paced Tutorial)	24	\$75	\$115
	T9729	Prepare for the GED Math Test (Self-Paced Tutorial)	24	\$75	\$115
	T9311	Prepare for the GED Test (Self-Paced Tutorial)	24	\$75	\$115
	T9685	Professional Sales Skills (Self-Paced Tutorial)	24	\$75	\$115
	T9272	Project Management Applications (Self-Paced Tutorial)	24	\$75	\$115
	T8494	Project Management Fundamentals (Self-Paced Tutorial)	24	\$75	\$115
	T9282	Project Management Fundamentals II (Self-Paced Tutorial)	24	\$75	\$115
	T9268	Project Management Professional (PMP) Prep I (Self-Paced Tutorial)	24	\$80	\$105
	T9277	Project Management Professional (PMP) Prep II (Self-Paced Tutorial)	24	\$80	\$105
	T9623	Purchasing Fundamentals (Self-Paced Tutorial)	24	\$75	\$115
	T9314	Ready, Set, Read! (Self-Paced Tutorial)	24	\$65	\$100
	T9245	Real Estate Investing (Self-Paced Tutorial)	24	\$65	\$100
	T9612	Real Estate Law (Self-Paced Tutorial)	24	\$75	\$115
	T9230	Response to Intervention: Reading Strategies That Work (Self-Paced Tutorial)	24	\$65	\$100
	T9646	Resume Writing Workshop (Self-Paced Tutorial)	24	\$75	\$115
	T9334	SAT/ACT Prep Course - Part 1 (Self-Paced Tutorial)	24	\$65	\$100

Fundamentals	Product	Uncategorized	Hours	Cost	Retail
	T9720	SAT/ACT Prep Course - Part 2 (Self-Paced Tutorial)	24	\$65	\$100
	T9234	Secrets of Better Photography (Self-Paced Tutorial)	24	\$65	\$100
	T9199	Singapore Math Strategies: Model Drawing for Grades 1-6 (Self-Paced Tutorial)	24	\$75	\$115
	T9288	Singapore Math: Number Sense and Computational Strategies (Self-Paced Tutorial)	24	\$75	\$115
	T9619	Skills for Making Great Decisions (Self-Paced Tutorial)	24	\$75	\$115
	T9675	Small Business Marketing on a Shoestring (Self-Paced Tutorial)	24	\$75	\$115
	T9286	Solving Classroom Discipline Problems (Self-Paced Tutorial)	24	\$75	\$115
	T9602	Solving Classroom Discipline Problems II (Self-Paced Tutorial)	24	\$75	\$115
	T9112	Spanish For Medical Professionals (Self-Paced Tutorial)	24	\$75	\$115
	T9743	Spanish for Medical Professionals II (Self-Paced Tutorial)	24	\$75	\$115
	T9299	Spanish in the Classroom (Self-Paced Tutorial)	24	\$75	\$115
	T9226	Speed Spanish (Self-Paced Tutorial)	24	\$75	\$115
	T9227	Speed Spanish II (Self-Paced Tutorial)	24	\$75	\$115
	T9607	Speed Spanish III (Self-Paced Tutorial)	24	\$75	\$115
	T9668	Start a Pet Sitting Business (Self-Paced Tutorial)	24	\$75	\$115
	T9655	Start and Operate Your Own Home-Based Business (Self-Paced Tutorial)	24	\$75	\$115
	T9652	Start Your Own Edible Garden (Self-Paced Tutorial)	24	\$75	\$115
	T9674	Start Your Own Online Business (Self-Paced Tutorial)	24	\$75	\$115
	T9274	Start Your Own Small Business (Self-Paced Tutorial)	24	\$75	\$115
	T9231	Stocks, Bonds, and Investing: Oh, My! (Self-Paced Tutorial)	24	\$65	\$100
	T9624	Supply Chain Management Fundamentals (Self-Paced Tutorial)	24	\$75	\$115
	T9294	Teaching Adult Learners (Self-Paced Tutorial)	24	\$75	\$115
	T9693	Teaching Math: Grades 4-6 (Self-Paced Tutorial)	24	\$75	\$115
T9310	Teaching Preschool: A Year of Inspiring Lessons (Self-Paced Tutorial)	24	\$75	\$115	
T9300	Teaching Smarter With SMART Boards (Self-Paced Tutorial)	24	\$75	\$115	
T9287	Teaching Students With ADHD (Self-Paced Tutorial)	24	\$75	\$115	
T9290	Teaching Students With Autism: Strategies for Success (Self-Paced Tutorial)	24	\$75	\$115	
T9296	Teaching Students With Learning Disabilities (Self-Paced Tutorial)	24	\$75	\$115	
T9734	Teaching Writing: Grades 4-6 (Self-Paced Tutorial)	24	\$75	\$115	
T9298	Teaching Writing: Grades K-3 (Self-Paced Tutorial)	24	\$75	\$115	
T9567	TEAS Prep 1 (Self-Paced Tutorial)	24	\$75	\$115	
T9593	TEAS Prep 2 (Self-Paced Tutorial)	24	\$75	\$115	
T9653	The Analysis and Valuation of Stocks (Self-Paced Tutorial)	24	\$65	\$100	
T9664	The Creative Classroom (Self-Paced Tutorial)	24	\$75	\$115	
T9235	The Keys to Effective Editing (Self-Paced Tutorial)	24	\$75	\$115	
T9814	Total Quality Fundamentals (Self-Paced Tutorial)	24	\$75	\$115	
T9658	Travel Photography for the Digital Photographer (Self-Paced Tutorial)	24	\$65	\$100	
T8531	Twelve Steps to a Successful Job Search (Self-Paced Tutorial)	24	\$75	\$115	

Fundamentals	Product	Uncategorized	Hours	Cost	Retail
	T9116	Understanding Adolescents (Self-Paced Tutorial)	24	\$65	\$100
	T9278	Understanding the Human Resources Function (Self-Paced Tutorial)	24	\$75	\$115
	T9270	Using Social Media in Business (Self-Paced Tutorial)	24	\$75	\$115
	T9810	Using the Internet in the Classroom (Self-Paced Tutorial)	24	\$75	\$115
	T9677	Workers' Compensation (Self-Paced Tutorial)	24	\$75	\$115
	T9749	Wow, What a Great Event! (Self-Paced Tutorial)	24	\$65	\$100
	T9237	Write Fiction Like a Pro (Self-Paced Tutorial)	24	\$65	\$100
	T9815	Write Your Life Story (Self-Paced Tutorial)	24	\$65	\$100
	T9595	Writeriffic: Creativity Training for Writers (Self-Paced Tutorial)	24	\$65	\$100
	T9275	Writing Effective Grant Proposals (Self-Paced Tutorial)	24	\$75	\$115
	T9828	Writing for ESL (Self-Paced Tutorial)	24	\$65	\$100
	Product	Writing and Publishing	Hours	Cost	Retail
	gw1	A to Z Grant Writing	24	\$75	\$115
	agw	A to Z Grant Writing II - Beyond the Basics	24	\$75	\$115
	afw	Advanced Fiction Writing	24	\$65	\$100
	adp	Advanced Grant Proposal Writing	24	\$75	\$115
	gwc	Becoming a Grant Writing Consultant	24	\$75	\$115
	bgp	Beginner's Guide to Getting Published	24	\$75	\$115
	wwk	Beginning Writer's Workshop	24	\$75	\$115
bmw	Business and Marketing Writing	24	\$75	\$115	
cww	Creating WordPress Websites	24	\$75	\$115	
ebw	Effective Business Writing	24	\$75	\$115	
emw	Explore a Career in Medical Writing	24	\$75	\$115	
tec	Fundamentals of Technical Writing	24	\$75	\$115	
ggr	Get Grants!	24	\$75	\$115	
grr	Grammar Refresher	24	\$65	\$100	
gr2	Grammar Refresher II	24	\$65	\$100	
wc2	How to Make Money From Your Writing	24	\$75	\$115	
lw0	Intermediate Microsoft Word 2010	24	\$75	\$115	
cw2	Intermediate WordPress Websites	24	\$75	\$115	
iwm	Introduction to Internet Writing Markets	24	\$75	\$115	
itj	Introduction to Journaling	24	\$65	\$100	
isw	Introduction to Screenwriting	24	\$75	\$115	
mys	Mystery Writing	24	\$65	\$100	
pyb	Publish and Sell Your E-Books	24	\$75	\$115	
rmw	Research Methods for Writers	24	\$75	\$115	
rww	Resume Writing Workshop	24	\$75	\$115	
row	Romance Writing	24	\$65	\$100	
mw1	The Craft of Magazine Writing	24	\$75	\$115	
kee	The Keys to Effective Editing	24	\$75	\$115	



Fundamentals	Product	Writing and Publishing	Hours	Cost	Retail
	trw	Travel Writing	24	\$65	\$100
	wpn	Write and Publish Your Nonfiction Book	24	\$65	\$100
	ewc	Write Effective Web Content	24	\$75	\$115
	wfp	Write Fiction Like a Pro	24	\$65	\$100
	wl1	Write Your Life Story	24	\$65	\$100
	wc1	Writeriffic: Creativity Training for Writers	24	\$65	\$100
	wgp	Writing Effective Grant Proposals	24	\$75	\$115
	wre	Writing Essentials	24	\$75	\$115
	wfc	Writing for Children	24	\$65	\$100
	wfe	Writing for ESL	24	\$65	\$100
	wfn	Writing the Fantasy Novel	24	\$65	\$100
	wyf	Writing Young Adult Fiction	24	\$65	\$100