BUSINESS
A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Keys to Effective Business Writing
Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Start Your Own Small Business
Stop dreaming and learn how to start your own successful small business.

COMPUTER APPLICATIONS
Basic CompTIA A+ Certification
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Creating Mobile Apps with HTML5
Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

Creating WordPress Websites
Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to Java Programming
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Microsoft Excel
Become proficient in using Microsoft Excel and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to Microsoft Word
Learn how to create and modify documents using Microsoft Word 2010, the world’s most popular word processing program.

Introduction to PC Security
Security expert teaches the fundamentals of PC and network security.

Introduction to QuickBooks 2014
Gain control of your business as you learn to use this powerful accounting software to create and print invoices, track your payables and receivables, and more.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

FINANCE
Real Estate Investing
Build and protect your wealth by investing in real estate.

Stocks, Bonds, and Investing: Oh My!
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.
HEALTH CARE AND MEDICAL

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Explore a Career in Medical Coding
Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life.

Medical Terminology
This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

LANGUAGE AND ARTS

Instant Italian
This course also makes it simple to master your pronunciation of Italian. Essential words and phrases are written phonetically by using sounds that are familiar to you from English words.

Mastering Your Digital SLR Camera
Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

Secrets of Better Photography
Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

TEACHING AND EDUCATION

Creating a Classroom Web Site
Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Common Core Standards for English Language Arts K-5
Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom.

Teaching Math: Grades 4-6
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Teaching Smarter With SMART Boards
Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students’ attention.

TEST PREP

GRE Preparation - Part 1 (Verbal and Analytical)
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

GRE Preparation - Part 2 (Quantitative)
Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

PMP Certification Prep 1
Begin a well-paying career as a project manager by preparing to take--and pass--the PMP® certification exam.

PMP® Certification Prep 2
Prepare to take--and pass--the Project Management Institute's PMP® certification exam.