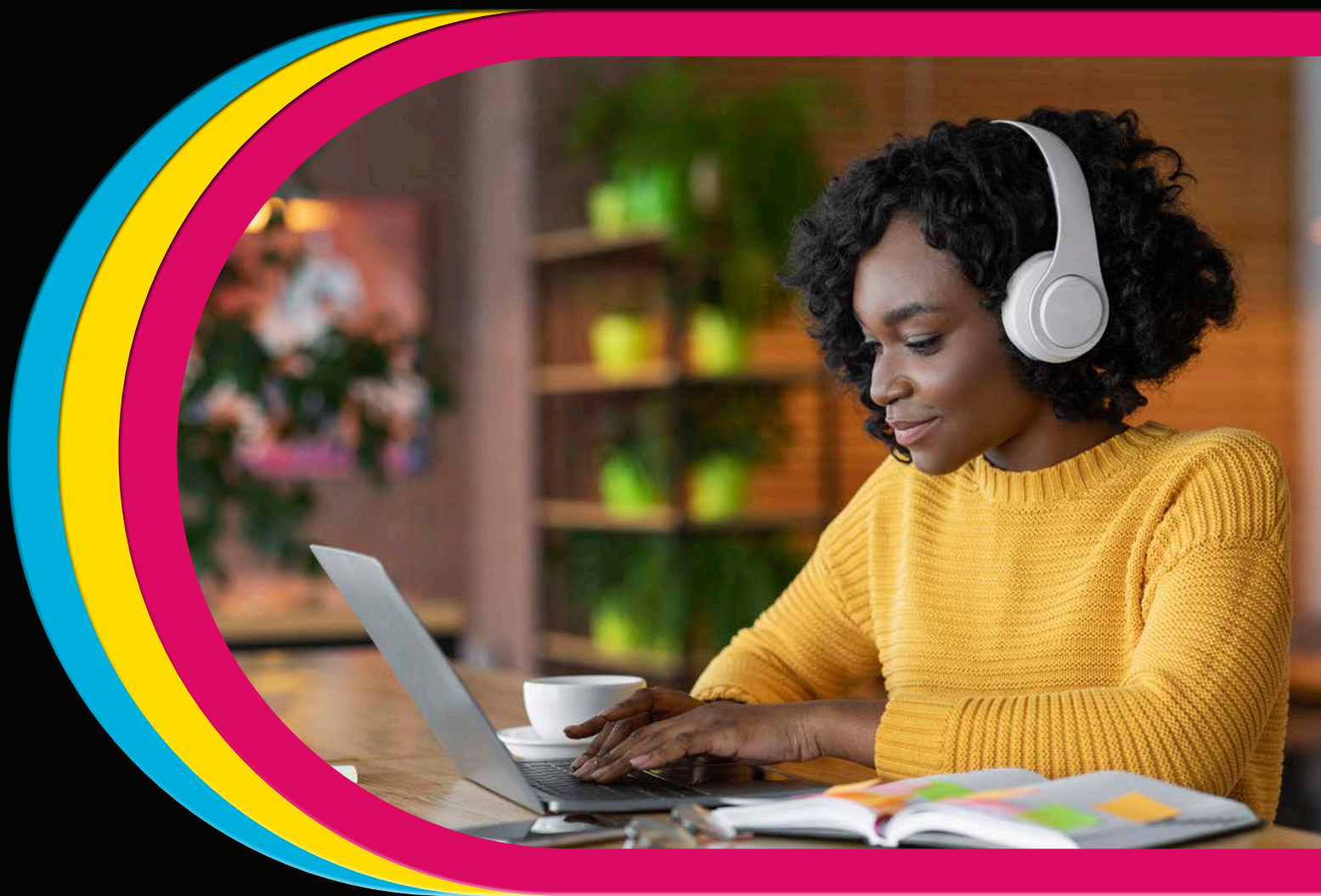


# Online Classes

2021 Course Catalog



## TEACHERS!

Earn 2.4 CEUs per  
online class

[wcpss.net/TeacherCEUs](http://wcpss.net/TeacherCEUs)

## Sneakpeek

Learn the art  
of SEWING

page 32

Immerse Yourself  
in Spanish

page 19

Write Your Own  
Novel

page 40

[wcpss.net/OnlineClasses](http://wcpss.net/OnlineClasses)



**LIFELONG LEARNING**  
WITH COMMUNITY SCHOOLS



**WAKE COUNTY**  
PUBLIC SCHOOL SYSTEM



## Welcome!

Lifelong Learning with Community School's Online Classes, a part of Wake County Public School System, encompasses both Personal and Professional Enrichment classes and a Career Training and Certificate option.

Online Classes includes a wide range of highly interactive online courses that are instructor-led or self-paced. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared for most every age!



## Follow Us



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## What is Community Schools?

Community Schools, a section of Community Services of Wake County Public School System in the Communications Division, is dedicated to maximizing the use of public school buildings during non-school hours. Lifelong Learning with Community Schools Adult Evening Education Program provides local residents with courses and activities that are educational, recreational, cultural, civic-oriented, or social in nature. The online classes are open to all ages, 24 hours a day, 7 days a week. The on-site classes are designed for all people ages 16 and older; any exceptions are noted. The goal of Community Schools is to meet the needs of each individual community at the neighborhood level.

### Community Schools Staff

#### Linda Willcox

Director  
Community Services

#### Brian Thacker

Senior Administrator  
Lifelong Learning with Community Schools

#### Jan Ruede

Coordinator  
Lifelong Learning with Community Schools

# Inside the Catalog:



## Personal Enrichment Classes (PE)

Online Classes includes a wide range of highly interactive online classes that are instructor-led or self-paced. All of our classes include expert instructors, many of whom are nationally known authors. Our online classes are affordable, fun, fast, convenient, and geared for most every age!

### Class Formats

#### Instructor-Led:

The instructor-led courses are designed for structured group learning. These courses feature an instructor-moderated discussion board so you can interact with your session cohort.

*Start Dates- 4/14, 5/12, 6/16, 7/14, 8/18, 9/15, 10/13, 11/17, 12/15*

#### Self-Paced:

Our self-paced tutorial courses are designed for completely independent learning, without instructor moderation or group discussion.

*Start Dates- Open Enrollment*

## Career Training & Certification Classes (CTC)

These online open enrollment programs provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors and mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

*Start Dates- Open Enrollment*

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# Arts and Design

## **Color Theory**

*Online | Self-Paced | \$100*

Color plays an important role in visual communication, especially when designing websites. For web designers, understanding color theory is a key to creating a color palette for UI/UX projects. This self-paced course will teach you the fundamentals of color theory and how to apply this framework to your web design practice.

## **Designing Effective Websites**

*Online | Instructor-Led & Self-Paced | \$115*

Master the basics of web design and learn to build sites that are better and more effective. This course provides powerful graphic design techniques that will help your site stand-out from all the others.

## **Drawing for the Absolute Beginner**

*Online | Instructor-Led | \$115*

Gain a solid foundation in the basics of drawing to become the artist you've always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout, and design.

## **Introduction to Digital Scrapbooking**

*Online | Instructor-Led & Self-Paced | \$115*

Make the most of your scrapbooking talents to show off your photos and memorabilia with digital scrapbooking. This course provides hands-on experience building scrapbook pages, using artistic journaling, and producing your own artwork with Photoshop Elements.

## **Introduction to Interior Design**

*Online | Self-Paced | \$115*

Learn to transform plain living spaces into beautiful and functional rooms. This course will teach you how to design every aspect of a room while taking into account color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.

## **Start Your Own Arts and Crafts Business**

*Online | Instructor-Led | \$115*

Learn how to start your own arts and crafts business from a professional artist. This course helps you discover how to create a business identity, get into the best craft shows, design booths that draw customers, and price your work effectively.

## **Typography**

*Online | Self-Paced | \$100*

For web designers, understanding typography is an important aspect of creating a great User Experience. If you work in the web design field, you need to understand typography and how to apply this technique to your UI/UX projects. This self-paced course is all about typography!

*See pages 44-45 to learn how to register online.*

## Adobe Creative Design

### Adobe Animate CC Training

*Online | Self-Paced | \$115*

This self-paced class will train you in the basics of Animate (formerly Adobe Flash). If you're new to Animate, need to update your Flash skills, or want to start designing rich, interactive animations, this class is for you. You'll explore the Animate CC interface while learning to use the drawing tools through hands-on lessons. By course completion, you will have the skills you need to deliver your interactive animations to any device.

### Introduction to Illustrator CS6

*Online | Instructor-Led & Self-Paced | \$115*

This course includes hands-on lessons and assignments that will challenge your creativity and growing skill as you learn to design and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

### Introduction to InDesign CC

*Online | Instructor-Led & Self-Paced | \$115*

Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks, business materials and more. This course uses hands-on exercises and expert instruction to help you discover how the program features relate to producing actual usable documents.

### Intermediate InDesign CC

*Online | Instructor-Led & Self-Paced | \$115*

Learn to use advanced features in Adobe InDesign Creative Cloud (CC) to produce professional brochures, forms, and documents. This course will not only make you comfortable designing and planning workflows and templates, but also efficient and effective at amping up your publications.

### Introduction to Photoshop CC

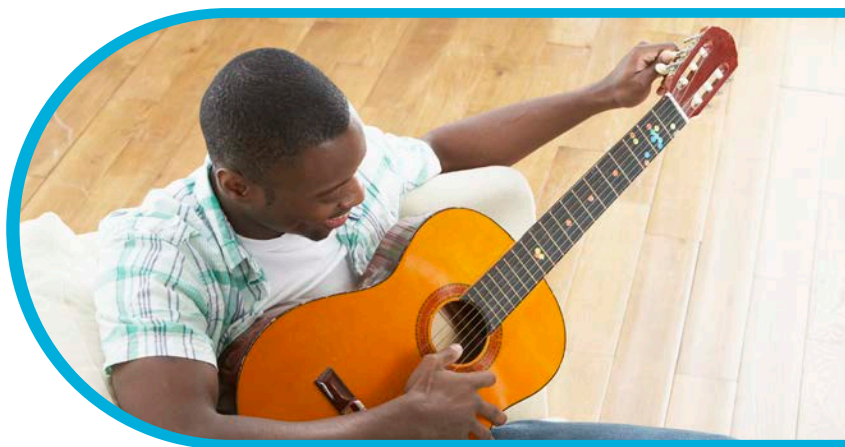
*Online | Instructor-Led & Self-Paced | \$115*

Whether you're a photographer, graphic artist, or just want to alter your old family photos, you need to learn Adobe Photoshop. This hands-on, project-oriented course is filled with detailed step-by-step instructions that will teach you how to edit photos and create basic images using Photoshop in the Creative Cloud. You'll discover the latest techniques for editing out flaws, correcting poor exposure, adding new elements, and more!

### Intermediate Photoshop CC

*Online | Instructor-Led | \$115*

Take a giant leap forward in the way you creatively and productively use Photoshop. This course explores the more advanced features of Photoshop CC including layers, layer masks, Smart Objects, and others that let you re-edit images and create templates that you can edit and use again and again.



## Music

### Introduction to Guitar

*Online | Instructor-Led | \$115*

Learn to play any style of music on the guitar, and become the musician you've always wanted to be! This course provides basic guitar skills that you'll build step-by-step with hands-on exercises, audio and video recordings, and detailed instructions to put you well on your way to becoming a skilled player.

### Music Made Easy

*Online | Instructor-Led & Self-Paced | \$115*

Gain complete understanding of rhythm, melody, and harmony, and recognize pitches on the musical staff and keyboard. By the end of this course, you'll be able to read, write, and even play simple pieces of music!

# Register Today!

[wcpss.net/OnlineClasses](http://wcpss.net/OnlineClasses)



# Career Skills

## Accounting

### Accounting Fundamentals

Online | Instructor-Led & Self-Paced | \$115

If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn double-entry bookkeeping, financial transactions, financial reporting, and more.

### Accounting Fundamentals II

Online | Instructor-Led & Self-Paced | \$115

Explore the world of corporate accounting and increase your financial know-how while gaining in-demand skills. This course will provide you with a solid understanding of recording and analyzing plant assets, depreciation, interest, dividends, revenue and other important corporate money matters.

### Accounting with QuickBooks Online Suite

Online | Instructor-Led | \$395

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. With this online version, you get all the advantages of computing in the cloud, so that your accounting files will be available to you virtually anytime, anywhere. This course is going to dive a bit deeper into some of the more intermediate-level features of the QuickBooks Online (QBO) program—from tracking product and service items and managing inventory to customizing sales forms.

*Classes include: Accounting Fundamentals; Accounting Fundamentals II; and, QuickBooks Online.*

### Financial Analyst Suite

Online | Instructor-Led | \$395

Master the skills and develop the knowledge you need to be successful in accounting and business analysis. Learn powerful quantitative methods that will have you making better, more informed, and more effective business decisions, while increasing your basic accounting knowledge.

*Classes include: Accounting Fundamentals; Accounting Fundamentals II; Mastery of Business Fundamentals; and, Introduction to Business Analysis.*

### QuickBooks Online with Microsoft Excel 2019

Online | Instructor-Led | \$395

If you work with large sets of data, these classes will teach you how to manage, track, and update this information using Microsoft Excel 2019 and QuickBooks Online.

*Classes include: Introduction to Microsoft Excel 2019; Intermediate Microsoft Excel 2019; Introduction to QuickBooks Online; and, Intermediate QuickBooks Online.*

See pages 44-45 to learn how to register online.

## Career Exploration

### Administrative Assistant Fundamentals

Online | Instructor-Led & Self-Paced | \$115

Become an indispensable member of the corporate team as an administrative assistant. This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.

### Become an Optical Assistant

Online | Instructor-Led | \$115

Learn why optical assisting is such an interesting job and how rewarding it can be to help people solve their vision problems. This course is a great way to start your career as it will help you better understand everything that's involved in the job and how you can become certified and licensed optical assistant.

### Blogging and Podcasting for Beginners

Online | Instructor-Led & Self-Paced | \$115

Blogging and podcasting are great ways to express yourself, but maybe you're not sure how to start. This course will teach you how to successfully plan and create your very own blog and podcast using hands-on exercises and free web tools.

### Event Planning Suite

Online | Instructor-Led | \$199

Find out what the experts and master planners already know when planning events; and, learn foundational skills about catering. You'll learn the secrets of a caterer and how to create, coordinate, and produce successful special events or any type of event.

*Classes include: Wow, What a Great Event!; and, Secrets of the Caterer.*

### Explore a Career as a Paralegal

Online | Instructor-Led & Self-Paced | \$115

Decide if becoming a paralegal is the right career path for you. This course helps you discover the many aspects of what paralegals do by learning the fundamentals of legal terminology, contract law, how to conduct interviews and investigations, write briefs and prepare for appeals.

### Explore a Career as a Pharmacy Technician

Online | Instructor-Led & Self-Paced | \$115

Take a look at the many job settings and career paths open to you if you become a pharmacy technician. This course will help you master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and the steps you can take to become certified.

### Explore a Career as an Administrative Medical Assistant

Online | Instructor-Led & Self-Paced | \$115

Learn what it takes to have a successful career as an administrative medical assistant. This course explores the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding to give you an inside-view of the job.



### Explore a Career in Medical Writing

Online | Instructor-Led & Self-Paced | \$115

Take your first step toward a lucrative and rewarding career as a medical writer; no specialized or advanced degrees required! In this course, you'll learn about the different types of medical writing that you can do, how to break into and succeed in this industry, and how to write effectively on medical topics, whether you're writing for healthcare providers, patients, or regulatory organizations like the U.S. Food and Drug Administration.

### Explore a Career in Nursing

Online | Instructor-Led & Self-Paced | \$115

This course will help you discover what it takes to become an LPN or RN and all the exciting and rewarding opportunities that await you in the different fields of nursing. You'll also learn about the different types of nursing and specialties and about the benefits of additional education.

### How to Get Started in Game Development

Online | Instructor-Led & Self-Paced | \$115

Prepare to start developing your own games. This course provides the fundamentals of game development, tools and techniques for better game design decisions, and ways to position your games for success.

### Talent and Performance Management

Online | Instructor-Led & Self-Paced | \$115

Learn how to prepare for an exciting and rewarding career as a Talent Management professional. This course will teach you how to attract and retain top talent in order to compete in a global marketplace.

## Communications

### Achieving Success with Difficult People

Online | Instructor-Led & Self-Paced | \$115

Do you want to know how to interact with anyone, regardless of how difficult you perceive them to be? This course will give you the skills to effectively meet your needs while protecting the dignity and rights of others to form more cooperative relationships.

### Building Teams That Work

Online | Instructor-Led & Self-Paced | \$115

Chances are you will be part of a professional or personal team at some point. This course provides you with communication, problem-solving, and leadership skills to keep your team on the right track and real-life scenarios that will help you master successful team-building and management.

### Business and Marketing Writing

Online | Instructor-Led & Self-Paced | \$115

Expand your writing skills and learn to create copy that achieves business and marketing goals. This course will help you use the power of writing to present a solid, cohesive message to your target audience and improve your chances of getting hired or promoted.

### Get Assertive!

Online | Instructor-Led & Self-Paced | \$115

Learn specific techniques to become more assertive in all types of situations, with all types of people, and in all aspects of your life. This course will empower you to be more assertive and includes specific techniques for dealing with people who intimidate or disrespect you.



### Interpersonal Communication

Online | Instructor-Led & Self-Paced | \$115

Communication is more than just speaking, hearing, or having a good vocabulary. This course explores strategies for success in everyday interpersonal communication. You will explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in conversational styles, and conflict management. You will also learn about practical strategies you can use to improve communication at home, in social situations, and in the workplace.

### Keys to Effective Communication

Online | Instructor-Led & Self-Paced | \$115

Become more confident, make great first impressions, get along with others, and create better personal and professional relationships. This course provides a step by step process to become a great conversationalist as you use communication to build rapport and create trust, warmth, and respect.

### Persuasive Communication

Online | Self-Paced | \$115

Persuasive communication is essential not only for selling the products or services of the business but for obtaining financing and running daily operations. This course will provide you with the opportunity to gain confidence and improve your communication skills. Even the most skilled communicator can always learn additional techniques for success.





## Leadership

### Building Teams That Work

Online | Instructor-Led & Self-Paced | \$115

Chances are you will be part of a professional or personal team at some point. This course provides you with communication, problem-solving and leadership skills to keep your team on the right track and real-life scenarios that will help you master successful team-building and management.

### Fundamentals of Supervision and Management

Online | Instructor-Led & Self-Paced | \$115

Become a more effective manager by learning the language of business management. This course provides skills in managing time, delegating responsibility, motivating your employees, solving problems and resolving conflicts so you can accomplish your job more effectively.

### High Performance Organization

Online | Instructor-Led & Self-Paced | \$115

This course provides strategies, tactics, and knowledge to help you build a foundation for your organization to become a High Performance Organization (HPO) for increased profits, better success, and a more desirable workplace.

### Law Office Management

Online | Self-Paced | \$115

This course covers the foundational skills needed to effectively manage a law office. You will learn how to track all the various duties, help with clients, and perform the functions needed within the legal workplace.

### Leadership

Online | Instructor-Led & Self-Paced | \$115

Gain the respect and admiration of others by developing your leadership skills. Even if you're not working in a leadership role, this course will teach you how to use the principles of great leaders to achieve success in your professional and personal life.

### High Performance Organization

Online | Instructor-Led & Self-Paced | \$115

This course provides strategies, tactics, and knowledge to help you build a foundation for your organization to become a High Performance Organization (HPO) for increased profits, better success, and a more desirable workplace.

### New Manager Suite

Online | Instructor-Led | \$299

Learn how to be an effective manager or supervisor by developing leadership skills that can help you gain the respect and admiration of others. You will also learn how to master the basics of business and organizations, the people skills required to motivate and delegate, the tools for solving problems and resolving conflicts, and the basics of communicating effectively.

*Classes include: Fundamentals of Supervision and Management; Fundamentals of Supervision and Management II; and, Leadership.*



### Start Your Own Small Business

Online | Instructor-Led & Self-Paced | \$115

Learn how to transform your passion and talent into a viable small business. This course will teach you about financing, marketing techniques, employee management, policy writing, and time management - everything you need to know to start your very own small business.

See pages 44-45 to learn how to register online.

## Marketing

### Business and Marketing Writing

Online | Instructor-Led & Self-Paced | \$115

Expand your writing skills and learn to create copy that achieves business and marketing goals. This course will help you use the power of writing to present a solid, cohesive message to your target audience and improve your chances of getting hired or promoted.

### Digital Marketing Suite

Online | Instructor-Led | \$299

Learn how to develop an internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

*Classes include: Marketing Your Business on the Internet; Using Social Media in Business; and, Achieving Top Search Engine Positions.*

### Effective Selling

Online | Instructor-Led & Self-Paced | \$115

Discover how you can easily convert a potential customer into a long-term asset. This course will help you lay the groundwork for repeat business and your future success with knowledge, planning skills, communication techniques, and the understanding of human nature.



### Introduction to Google Analytics

Online | Instructor-Led & Self-Paced | \$115

Learn to use Google Analytics to make the most of your online traffic. This course guides you step-by-step, report-by-report, through the major parts of the Google Analytics interface, including how to track visits, determine your best content, understand demographics, recognize patterns of use, and more.

### Marketing Your Business on the Internet

Online | Instructor-Led & Self-Paced | \$115

In this hands-on course, you'll discover proven methods for establishing an Internet presence and building a brand identity. You'll learn to incorporate SEO, advertising, email, social media, and more to develop an effective Internet marketing plan for your business even with little money to spend.

### Marketing Your Nonprofit

Online | Instructor-Led & Self-Paced | \$115

Discover how to increase membership, expand program value, attract media, entice donors, and develop volunteers. If your organization relies on a diverse mix of fees, events, and contributions for support, you're sure to find this information-packed course indispensable.

### Professional Sales Skills

Online | Instructor-Led & Self-Paced | \$115

If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and much more.

### Small Business Marketing on a Shoestring

Online | Instructor-Led & Self-Paced | \$115

Discover how to use the same marketing tricks the big companies employ and create a personalized plan without clearing out your bank account. This course will help you master cost effective marketing strategies that provide results with hands-on activities and real-world examples.

### Using Social Media in Business

Online | Instructor-Led & Self-Paced | \$115

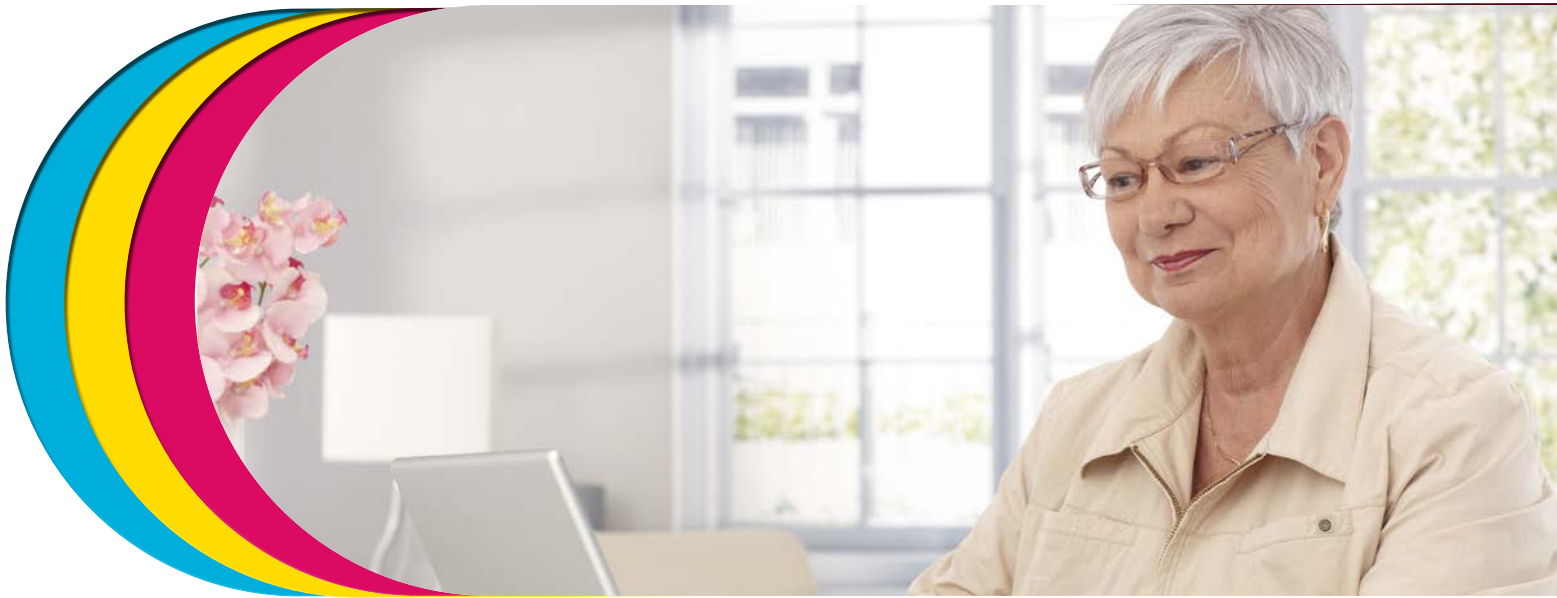
Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—to grow and promote your business. This course will help you harness the power of social media to connect with new customers, advertise products, and promote your brand.

### Small Business Marketing on a Shoestring

Online | Instructor-Led & Self-Paced | \$115

Discover how to use the same marketing tricks the big companies employ and create a personalized plan without clearing out your bank account. This course will help you master cost effective marketing strategies that provide results with hands-on activities and real-world examples.

*See pages 44-45 to learn how to register online.*



# Computers

## Applications

### Introduction to Crystal Reports

Online | Instructor-Led | \$115

Master the techniques the pros use to produce attractive, reader-friendly reports that will “wow” any audience. This course will teach you how to transform the information in your database into clear, easy-to-understand documents so you can produce anything from a quick meeting handout to an elaborate annual report.

### Introduction to Microsoft Access 2019/ Office 365

Online | Instructor-Led & Self-Paced | \$130

Build, edit, and maintain databases in Microsoft Access 2019/Office 365 using tables, reports, forms, and queries to give you fast access to all your important information. This hands-on course for beginners provides the skills to create an effective database for any type of information at home or on the job.

### Introduction to Microsoft Excel 2019/ Office 365

Online | Instructor-Led & Self-Paced | \$130

Learn to quickly and efficiently use Microsoft Excel 2019/Office 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experienced Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro.

### Introduction to Microsoft Project 2019/ Office 365

Online | Instructor-Led & Self-Paced | \$130

Learn to effectively plan, implement, and control projects using Microsoft Project 2019/Office 365. This course will help you master the basics to create and share a project schedule, track costs and resources, produce reports, and resolve problems to keep your projects on track.

## Programming

### C# Programming for the Absolute Beginner

Online | Instructor-Led & Self-Paced | \$115

Learn the fundamentals of computer programming with the C# programming language. This course uses hands-on practice, examples, and assignments to develop your knowledge of C# programming by using a state-of-the-art language to build impressive applications on your very own computer.

### CompTIA Security+ Certification Prep

Online | Instructor-Led & Self-Paced | \$115

Gain the skills you need to work in the fast-growing computer security field. This preparation course covers key terminology and concepts you need to know and includes study tools, practice questions, and games to help you successfully pass the challenging CompTIA Security+ certification exam (SYO-501).

## Programming (Cont.)

### Creating Mobile Apps with HTML5

Online | Instructor-Led & Self-Paced | \$115

Discover a better way to build apps that run on just about any smartphone or tablet. This course will demonstrate ways to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards.

### Creating Web Pages

Online | Instructor-Led | \$115

Learn the basics of HTML so you can design, create, and post your very own website. This course will help you plan content, structure and layout of your website, create neatly formatted text, build links, and add color, graphics and tables, as well as understand no-cost web marketing strategies and SEO.

### Introduction to Cryptography

Online | Instructor-Led & Self-Paced | \$115

Learn the inner workings of security encryption and cryptographic systems and how to correctly use them in real-world applications through hands-on experience via live virtual machine labs, lab simulations, and case projects.



### Introduction to CSS3 and HTML5

Online | Instructor-Led & Self-Paced | \$115

Create state-of-the-art, modern websites like the pros using CSS3 and HTML5. This course will provide you with the foundation you need to master these two critical and fast-growing new Web languages through hands-on training and expert instruction.

### Introduction to Database Development

Online | Instructor-Led & Self-Paced | \$115

This course will guide you step-by-step through all the phases of a database system development project to guarantee that the resulting product will not only work as it is designed to work, but also that the design truly responds to user needs.

### Introduction to Java Programming

Online | Instructor-Led & Self-Paced | \$115

Get comfortable programming with Java while gaining skills from an experienced Java programmer. This course provides you with easy-to-understand examples and plenty of skill-building exercises using the latest version of Java to give you confidence as you learn programming.

### Introduction to Mobile Security

Online | Self-Paced | \$115

Learn to defend mobile devices which are vulnerable to cyber attacks. This course not only covers the fundamentals of mobile security but also provides hands-on experience through the use of live virtual machine labs, lab simulations, and case projects.

### Introduction to Networking

Online | Instructor-Led & Self-Paced | \$115

A brief introduction to networking history provides context, explaining how networks became so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers.

### Introduction to Python 3 Programming

Online | Instructor-Led & Self-Paced | \$115

Create foundational programming structures with Python. This course will provide the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

### Understanding the Cloud

Online | Instructor-Led & Self-Paced | \$115

Learn everything you need to understand cloud computing. This course explores how the cloud works, what drives it, why it is so popular, and what it can do for you.

### Wireless Networking

Online | Instructor-Led & Self-Paced | \$115

Learn how to plan, deploy, and connect wireless networks from an industry expert. This course removes the mystery behind wireless connections and provide a thorough overview of this fascinating and lucrative technology.



# Construction and Trade

## Manufacturing Applications

Online | Instructor-Led | \$115

Understand the true meaning of productivity and how to improve it. This course will help you learn to apply the principles and concepts of manufacturing to increase customer satisfaction and help your company become more efficient and productive.

## Manufacturing Fundamentals

Online | Instructor-Led | \$115

Gain the basic skills required to work in manufacturing. This course will help you learn the roles of productivity, design, process planning, and 13 different manufacturing processes, and discover how performance measurements and standardization improve manufacturing operations.



# Health and Fitness

## **Become a Physical Therapy Aide**

Online | Instructor-Led & Self-Paced | \$115

Prepare for a rewarding career as an important member of the physical therapy team. This course will teach you about the workings of the human body, various disorders, patient safety, and even how to speak the language of physical therapy.

## **Become a Veterinary Assistant**

Online | Instructor-Led & Self-Paced | \$115

Are you considering a career as a veterinary assistant? This course will answer all of your questions and more as you learn about pet nutrition, preventing parasites, health and safety issues, reasons for and against spaying and neutering, and how to best assist owners in times of need.

## **Certificate in Brain Health**

Online | Instructor-Led & Self-Paced | \$75

Gain an understanding of the brain and explore how lifestyle choices impact this remarkable organ. This course offers techniques and insights based on recent scientific studies about fostering health, happiness, and well-being to support a healthy brain.

## **Become a Veterinary Assistant**

Online | Instructor-Led & Self-Paced | \$115

Are you considering a career as a veterinary assistant? This course will answer all of your questions and more as you learn about pet nutrition, preventing parasites, health and safety issues, reasons for and against spaying and neutering, and how to best assist owners in times of need.

## **Certificate in Food, Nutrition, and Health**

Online | Instructor-Led & Self-Paced | \$115

Gain insight into how food interacts with your body and how to make healthy changes for better nutrition. This course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

## **Certificate in Gerontology**

Online | Instructor-Led & Self-Paced | \$115

Prove you have the skills required to meet the health care needs of an aging population. This course will deliver the information you need to work with people over 65 including assessing and managing pain, common issues of aging, dealing with elder abuse, mental health, and death and dying.

## **Certificate in Infectious Diseases and Infection Control**

Online | Instructor-Led & Self-Paced | \$100

Gain a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them. This course offers insights into infectious diseases that are essential for medical professionals to understand.

## **Certificate in Women's Health Issues**

Online | Instructor-Led & Self-Paced | \$100

Help make immense improvements in the health and well-being of women and their children on a global scale by focusing on women's health concerns and rights. This course will provide information on key health issues facing women nationally and globally.



# Language

## Beginning Conversational French

Online | Instructor-Led & Self-Paced | \$115

Proper pronunciation is important to good communication. Beginning Conversational French will help you master the best pronunciations. Simply click on each word to hear it spoken. Every word and sentence is also written out phonetically. You will be pleased with your quick progress, and you will be prepared for your next trip!

## Conversational Japanese

Online | Instructor-Led & Self-Paced | \$115

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you'll also gain cultural knowledge only an insider has.

## Discover Sign Language

Online | Instructor-Led & Self-Paced | \$115

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

## Discover Sign Language II

Online | Instructor-Led & Self-Paced | \$115

Take your sign language skills to the next level with additional vocabulary, grammar lessons, and cultural information. This course will help you build confidence in your ability to sign with the Deaf community.

## Instant Italian

Online | Instructor-Led & Self-Paced | \$115

Learn how to express yourself comfortably in Italian. You'll learn practical, everyday words. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation in Italy.

## Speed Spanish

Online | Instructor-Led & Self-Paced | \$115

Converse in Spanish in just a few weeks. This course will help you learn six easy recipes to glue Spanish words together into sentences so you can engage in conversational Spanish quickly.

## Speed Spanish II

Online | Instructor-Led & Self-Paced | \$115

Become more conversational and comfortable in Spanish-speaking situations. This course allows you to see words and hear them pronounced properly, while being given plenty of opportunity to practice—bringing immediate improvement in your Spanish fluency.

## Speed Spanish III

Online | Instructor-Led & Self-Paced | \$115

Master the ability to speak, understand, and read Spanish by taking this final installment in Speed Spanish. This course will help you learn the final six recipes that will serve as templates for creating any Spanish sentence.



# Legal

## **Employment Law Fundamentals**

Online | Instructor-Led & Self-Paced | \$115

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

## **Explore a Career as a Paralegal**

Online | Instructor-Led & Self-Paced | \$115

Decide if becoming a paralegal is the right career path for you. This course helps you discover the many aspects of what paralegals do by learning the fundamentals of legal terminology, contract law, how to conduct interviews and investigations, write briefs, and prepare for appeals.

## **Introduction to Criminal Law**

Online | Instructor-Led & Self-Paced | \$75

Gain an inside look at criminal law from a former major-felony prosecutor who has appeared on Court TV. This course gives a behind the scenes look at criminal law by examining the world of prosecutors, defense attorneys, and the paralegals who work closely with them.

## **Workers' Compensation**

Online | Instructor-Led & Self-Paced | \$115

Learn essential knowledge and skills of one of the most important and fastest-growing areas in law. This course provides a solid foundation in workers' compensation law and greatly increase your chances of landing a job with a private law firm.

## **Law Enforcement Suite**

Online | Instructor-Led | \$199

Understanding criminal law and how it impacts your career in law enforcement is key to breaking into the field. This course bundle will help you understand all the major areas of crime and how to use basic Spanish to navigate these situations. Each lesson in the Criminal Law section features A View from the Inside — compelling information about the criminal justice system, in the words of actual people who experience it every day. In the Spanish Fundamentals section, you will practice using basic Spanish phrases to communicate with Spanish-speaking victims, witnesses, or criminals.

*Classes include: Introduction to Criminal Law; and, Spanish for Law Enforcement.*

*See pages 44-45 to learn how to register online.*





# Math and Science

## Everyday Math

Online | Instructor-Led & Self-Paced | \$115

Learn how to use math to your advantage in everyday life. The lessons in this course are filled with practical exercises and information that you can put to immediate use.

## Human Anatomy and Physiology

Online | Instructor-Led & Self-Paced | \$115

Gain a greater appreciation and understanding of the complexity of the human body. This course provides in-depth knowledge of the principles of genetics, how the body's systems work together, and how the human body fights off diseases.

## Human Anatomy and Physiology II

Online | Instructor-Led & Self-Paced | \$115

Gain an even greater knowledge of the human body. This course covers more advanced topics such as the basics of histology, the different senses, cellular metabolism and human life span.

## Introduction to Algebra

Online | Instructor-Led & Self-Paced | \$115

Develop a rich understanding of math while you study algebra in a relaxed and supportive environment. This course emphasizes practical math applications of your new algebra skills to help you learn math reasoning in a real-world context and discover solutions to almost any math problem.

## Introduction to Biology

Online | Instructor-Led & Self-Paced | \$115

Gain a solid foundation for a career in healthcare or medicine with an understanding of biology. This course will help you learn how cells and DNA determine the structure and function of the human body which is essential to understanding the fundamental causes of human disease.

## Introduction to Chemistry

Online | Instructor-Led & Self-Paced | \$115

Gain a solid foundation in the basics of chemistry and master its core principles. This course will teach you about chemical reactions in the body and prepare you for a health-related career or for success in a college chemistry course.

## Introduction to Statistics

Online | Instructor-Led & Self-Paced | \$115

Improve your understanding of data and learn how to develop graphs and charts. With real-world applications and easy-to-understand examples drawn from business, health care, sports, education, and politics, this course provides the skills and knowledge you need to start analyzing data.



# Teacher CEUs

## **Content Literacy: Grades 6-12**

Online | Instructor-Led | \$115

Help your students succeed in school with well-developed literacy skills. This course will provide practical strategies for incorporating reading, writing, and the other literacy skills outlined in the Common Core State Standards into your content area for differentiated adolescent education.

## **Creating the Inclusive Classroom: Strategies for Success (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Understand how to reach the diverse mix of students you face every day with strategies that turn diversity into opportunity. This course provides creative, low-budget strategies for making your inclusive classroom a nurturing, supportive learning environment that helps every student.

## **Creating a Classroom Website (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Get a teaching tool that will help you become a more modern, effective and dynamic teacher. This easy-to-understand course will help build a published classroom website complete with content, images, animation, links, and a blog.

## **Creating the Inclusive Classroom: Strategies for Success (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Understand how to reach the diverse mix of students you face every day with strategies that turn diversity into opportunity. This course provides creative, low-budget strategies for making your inclusive classroom a nurturing, supportive learning environment that helps every student.

## **Differentiated Instruction in the Classroom (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Discover 10 practical differentiated instruction strategies including interest centers, and flexible grouping that will meet the needs of the diverse learners in your class. This course packs real-world examples into every lesson that will help you put these strategies immediately to use in your own classroom.

## **Differentiating K-12 Assessments (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Learn effective strategies for differentiating assessments and empowering every student in your class to feel success. This course explores strategies and real-life examples of how differentiated assessment provides direction for improvement, promotes confidence, and motivates your learners to do their best.

## **Empowering Students With Disabilities (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Discover the tools you need to help any student who comes through your door. This course provides tips for fostering the reading, writing, and math skills of students with special needs and techniques for helping these learners behave appropriately and make friends in your classroom.

## **Empowering Students With Disabilities (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Discover the tools you need to help any student who comes through your door. This course provides tips for fostering the reading, writing, and math skills of students with special needs and techniques for helping these learners behave appropriately and make friends in your classroom.

## **Enhancing Language Development in Childhood (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Help your children become proficient speakers and thinkers. This course provides ways to stimulate your child's continued speech, brain, and language development in enjoyable, age-appropriate, and natural ways.

## **Guided Reading and Writing: Strategies for Maximum Student Achievement (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Around 30% of students in sixth grade already have trouble with basic reading and writing. These literacy problems affect performance across subject areas, and they often leave teachers wondering how to help. Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. The road to literacy is also the road to ingenuity, invention, and imagination, and you'll soon learn how to take your students from groans to grins with creative lesson plans that really work!

## **Guided Reading: Strategies for the Differentiated Classroom (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Now more than ever, today's teachers are grappling with the question of how to reach struggling readers. While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literary framework that gets results with even the most challenged learners.

## **Integrating Technology in the Classroom (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Discover simple ways to integrate technology in your classroom to enhance subject material and meet Common Core standards and other course goals. This course provides ways to integrate technology across curriculum with tools that will engage auditory, visual, and kinesthetic learners.

## **Merrill Ream Speed Reading (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Are you struggling to keep up with a flood of email, articles, reports, and books? Save yourself hours of time and increase your productivity by learning to read faster and with better comprehension. This course is a complete speed-reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you will need for lasting proficiency as a speed-reader.

## **Ready, Set, Read! (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Take this opportunity to find out how children really learn to read and write. Explore current research that cuts through the media messages about reading wars and the right way to teach children. Learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. You will see everyday children's play with a new eye as you understand how play can connect to literacy.



## **Response to Intervention: Reading Strategies That Work (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Wouldn't it be wonderful if we could be proactive in helping our struggling readers? Well, we can! In this six-week course, you'll learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. RTI is research based and gives us a strategic plan to bring tiered interventions to our students, at their reading level and with their unique challenges in mind. Helping them with phonics, fluency, vocabulary mastery, comprehension, and writing, these intervention strategies tackle the toughest literacy problems with flexibility and creativity.

## **Singapore Math Strategies: Advanced Model Drawing for Grades 6-9 (2.4 CEUs)**

Online | Instructor-Led | \$115

Turn math students into math lovers with model drawing in your classroom. This course will teach you how to use model drawings with different types of word problems and train parents in the basics of model drawing to help children continue building problem-solving skills.

## Teacher CEUs (Cont.)

### **Singapore Math Strategies: Model Drawing for Grades 1-6 (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Model drawing gives students a concrete, reliable set of seven steps they can use to solve 80% of all word problems they encounter. This course will help you learn to teach model drawing as a way to give word problems effective visual context so students can solve them.

### **Singapore Math: Number Sense and Computational Strategies (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Learn how to make math purposeful, interesting and relevant. This course will help you discover how to use concrete, pictorial and abstract strategies to make addition, subtraction, multiplication and division a cinch for any student.

### **Solving Classroom Discipline Problems (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Enjoy a more peaceful, orderly classroom that is free of common discipline problems. This course provides a step-by-step approach to effective, positive classroom discipline, and it's continually rated by teachers as one of the most valuable they've ever taken.

### **Solving Classroom Discipline Problems II (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Gain the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. This course offers a step-by-step approach to discipline and numerous real-life examples clearly showing you how to put the ideas into action.

### **Survival Kit for New Teachers (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Learn the keys to success from an experienced educator so you can thrive as a classroom teacher. This course is designed to help teachers build motivational classrooms, reach diverse learners, write engaging lesson plans, communicate clearly, and keep stress at bay.

### **Teaching High School Students (2.4 CEUs)**

Online | Instructor-Led | \$115

Learn the latest teaching strategies and techniques for helping secondary students achieve their dreams. This course will teach you how to differentiate instruction, manage a classroom, develop assessment strategies, gain parental support, and teach social-emotional skills that will help your students succeed in school and in life.

### **Teaching Math: Grades 4-6 (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Learn how to reinvent math instruction for grades 4-6. This course will show you how to get the students in your classroom excited about math through hands-on learning, inexpensive manipulatives, and real-world connections.

### **Teaching Preschool: A Year of Inspiring Lessons(2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Learn how to develop creative and balanced preschool lesson plans for every month of the school year. This course will equip you with a solid lesson plan template, plus over 100 engaging and interchangeable activities for circle-discussion, art, literacy, motor skills, science, and music.

### **Teaching Science: Grades 4-6 (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Learn how to increase your effectiveness as a science teacher for the middle grades. This course will equip you with engaging experiments, practical worksheets, winning lesson plans, and direct instruction methods you can use immediately in your own classroom.



### **Teaching Writing: Grades 4-6 (2.4 CEUs)**

Online | Instructor-Led & Self-Paced | \$115

Learn how to motivate and facilitate developing writers from an experienced educator. This course provides an overview of the writing basics and demonstrates how to organize materials and lessons to establish an inviting and supportive writing environment for middle grade students.



# Test Prep

## Basic CompTIA A+ Certification Prep

Online | Instructor-Led & Self-Paced | \$115

Learn to work on common computer hardware and showcase your skills with a Basic CompTIA A+ Certification. This course teaches the inner workings of the computer as well as how to configure and troubleshoot in real-world environments with hands-on practice.

## GMAT Preparation

Online | Instructor-Led & Self-Paced | \$115

Improve your score and save time on all GMAT question types. This course helps you learn test-taking techniques as you practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

## GRE Prep Series

Online | Instructor-Led | \$115

If you're planning to apply to graduate school, you'll likely have to take the GRE. This series is here to help! Consisting of GRE Preparation -Part 1 (Verbal) and GRE Preparation - Part 2 (Quantitative).

## LPI Linux Essentials Exam Prep

Online | Instructor-Led & Self-Paced | \$115

Gain the support you need to study, prepare for, and pass the LPI Linux Essentials exam. This course will teach you practical, real-world Linux tips and techniques, as well as the skills required to pass the exam.

## LSAT Preparation Series

Online | Instructor-Led | \$115

The legal field is growing as areas of law evolve. In fact, fields such as health care, environmental, and immigration law have seen the largest growth in the past decade. Regardless of which law field you plan to pursue, your legal career begins with the Law School Admission Test, better known as the LSAT. Your performance on this highly-technical exam determines the pedigree of law school you get into and sets the pace for your career as a lawyer, attorney, or legal counsel.

## Praxis Core Preparation

Online | Instructor-Led & Self-Paced | \$115

Become familiar with the types of questions found on the Praxis Core Exam, prepare for essays that will score high, master math reasoning, learn useful test taking strategies, and do it all in a fun and interesting way. This course will help you get ready to pass the Praxis Core Exam.

## SAT/ACT Prep Series

Online | Instructor-Led | \$115

Both the ACT and the SAT contain verbal and math question types. SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. SAT/ACT Preparation Part 2 will give you all the information you need to do well on the math questions of the ACT and the new SAT.

*See pages 44-45 to learn how to register online.*