

Course content list - June 2015 (520 courses)

Full CEU course (1 CEU = 10 hours of learning time):

Video only audit feature enabling a user to select the full CEU course or a video-only option. The video-only option allows the user to view the extensive videos in any order they want after enrolling in the course:

ABCs of Algebra ABCs of English Grammar ABCs of Geometry ABCs of Photography ABCs of Physics ABCs of Technical Writing Abnormal Psychology 101 Accounting & Bookkeeping 101 for Everyone Accounts Payable Management Accounts Receivable Management Acrylic Painting 101 Administrative Assistant 101 Adobe Acrobat 101 Adobe After Effects 101

Adobe Edge Animate CC

Adobe Fireworks 101	
Adobe Illustrator 101	
Adobe InDesign 101	
Adobe Lightroom 101	
Adobe Muse 101	
Adobe Photoshop 101	
Adobe Photoshop CS4	
Adobe Premiere 101	
Advanced Dog Training	
Advanced Excel 2013	
Advertising, Marketing and Sales Writing	
Advocacy for Elderly Patients	
Aging and Long Term Care 101	
Algebra 101: Beginner to Intermediate Level	
All About Herbs	
Alzheimer's Disease 101	
American Civil War 101	
American Government	
American Heroes and Villains	

American History Review
American Literature Review
American Revolutionary War 101
American Wars: American Revolution and Civil War
Anatomy and Physiology 101
Ancient Civilizations 101
Angel Healing
Angels 101: History, Religion, Spiritualism and You
Anger Management 101
Anti Aging Techniques
Anxiety Therapy 101
Applied Behavior Analysis Strategies for Teachers
Applied Statistics 101
Aquariums for Fish 101
Aromatherapy (Intermediate to Advanced)
Aromatherapy 101
Assertiveness Training 101
Asthma 101
Astrology 101

Astronomy 101
Attention Deficit Disorders: ADD and ADHD
Auras: Viewing, Identifying, and Understanding
Autism 101
Autism Spectrum Disorders for Teachers
Babysitting 101
Bartending and Mixology 101
Basic English Speaking Skills
Basic Math 101
Basic Parenting 101
Basic Research Skills
Become a Reiki Master
Beginner's Guide to Wine
Behavior Management 101
Bible Stories
Biology 101
Bird Watching 101: Food, Feeders and Behavior
Book Editing 101
Book Publishing 101

Braiding Hair 101	
Buddhism 101	
Building Children's Reading Skills	
Building Self Esteem	
Building Self-Esteem in Children 101	
Bullying in Elementary School 101	
Business Analysis 101	
Business Budgeting 101: How to Plan, Save, and Manage	
Business Consulting 101	
Business Credit 101	
Business Ethics 101	
Business Etiquette and Professionalism	
Business Management 101	
Business Math 101	
Business Writing Basics	
Butterflies 101	
Butterfly Gardens 101	20
Buying and Selling Antiques and Collectibles	
Cake Decorating 101	

Call Center Customer Service 101	
Call Center Management 101	
Candle Making 101	
Canoeing 101	
Card Games Basics	
Career Coaching 101	
Careers in Healthcare	
Caring for Patients with HIV/AIDS 101	
Caring for Seniors	
Cat Care and Training 101	
Catering 101	
Celtic Mythology 101	
Chakra Clearing	
Chakra Meditation 101	
Chakras 101	
Chemistry 101	
Child Abuse Recognition, Investigation, and Protection	
Child Psychology 101	
Childhood Obesity 101	

Children's Birthday Parties 101
Chinese Culture Studies 101
Christianity 101: An Introduction
Clutter Control 101
Coding Gastroenterology Workshop
Communication with Diplomacy and Tact
Comprehensive Medical Terminology 1 & 2
Computer Basics 101
Concierge 101: How to Run a Personal Service Business
Confidence Building 101
Conflict Resolution 101
Constructive Feedback and Criticism 101
Contract Law 101 - An Introduction
Cooking and Baking 101
Cosmology 101
Counseling Psychology 101
Couponing 101
CPT Coding for Beginners
Creating an Effective Sales Team

Creating WordPress Websites	
Creative Writing 101	
Creative Writing for Beginners	
Creative Writing Workshop	
Criminology Basics	
Crisis Management 101	
Cryptozoology 101	
Crystal Therapy	
Current Discoveries of the Universe 101	
Customer Relationship Management 101	
Customer Service 101	
Dealing With Difficult People	
Depression Management	
Diabetes 101	
Digital Photography 101	
Digital Wedding Photography 101	
Diversity Training 101	
Dog & Cat First Aid, Care & Maintenance	
Dog Grooming 101	

Dog Psychology 101
Dog Training 101: A Guide for Beginners
Dog Training All-In-One: Beginner to Advanced Techniques
Domestic Violence 101
Dream Interpretation 101
Dreamweaver 101
Dreamweaver CS4
Drug and Alcohol Abuse 101
Early Childhood Development 101
Economics 101
Economics 201
Economics: Complete Edition
Effective Communication 101
Effective Presentations
Egyptian Mythology 101
Electronics 101
Emotional and Behavioral Disorders 101
Emotional Healing 101
Emotional Intelligence 101

Employment Law Fundamentals 101		
End of Life Care		
Energy Healing		
English Composition 101		
Enhance Your Everyday Vocabulary		
ESL Basic Grammar		
ESL Basic Grammar and Writing		
ESL Basic Writing Skills		
ESL Grammar Level 1		
ESL Grammar Skills Level 1		
Essay Writing 101		
Essentials of Ecology 101	:e:	
Estate Planning		
Etiquette 101		
Etiquette for Children and Teens 101		
Event Planning 101		
Excel 2003		
Excel 2007		
Excel 2010	:	

Excel 2013	••••
Exploring Impressionism	••••
Face Painting 101	••••
Fashion Design 101: An Introduction	
Feng Shui 101	
Film Appreciation 101	
Finding Your Animal Teachers	
First Grade Curriculum 101	
Floral Arrangement 101	
Flower Essences 101	
Fourth Grade Curriculum	
Freelance Writing 101	
French Culture 101	
Freshwater Fishing 101	
Fundamentals of Cross-Cultural Communication	
Fundraising 101	
GED Preparation for the Essay	
GED Test Preparation	
Genealogy 101	••••

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General Secretary 101 Geography 101 Geology 101 Geometry 101: Beginner to Intermediate Level German Culture 101 **Global Warming** Gmail 101 **Google+ for Business Great Family Vacations 101 Greek Mythology** Ham Radio 101 Haunted Places 101 **Healing Affirmations 101** Health Education 101 Healthy Relationships 101 Hinduism 101: An Introduction **HIPAA Compliance 101 Historical Fiction Writing 101** History of Terrorism 101

History of the Universe	
History's Greatest Conspiracies	
HIV: Prevention, Diagnosis, Treatment	
Home Business	
Homeopathy 101	
Horseback Riding 101	
Hotel Management 101	
Housekeeping 101	
How to Bake Cookies 101	
How To Be a Substitute Teacher	
How to Be Your Own Life Coach	
How to Can, Freeze, Dry and Preserve Food	
How to Care for House Pets 101	
How to Choose the Right Dog for You	
How to Coach Little League Baseball	
How To Coach Youth Basketball	
How to Create Web Pages	
How To Draw 101	
How to eBay 101	

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How to Improve Your Concentration
How to Live with a Teenager 101
How to Manicure
How to Prepare, Stage and Sell Your Home
How To Quit Smoking
How to Run an Effective Helpdesk 101
How to Start a Craft Business 101
How to Start and Run a Daycare Service
How to Start and Run an Online Business
How to Take an Online Course at UniversalClass
How to Teach Reading Fundamentals
How to Use an iPad 101
How to Write a Business Plan 101
How to Write a Grant Proposal
How to Write a Short Story 101
How to Write Short Stories for Children 101
HR Compensation and Benefits 101
Human Resources Management 101
Humor Writing 101



ICD-10: Medical Coding 101
ICD-9-CM - Coding the Neoplasm for Oncology
ICD-9-CM Coding Workshop
Interior Decorating Made Easy
Interior Design 101
Internet Fundamentals 101
Internet Marketing Basics
Internet Specialist 101
Interpersonal Communication 101
Interview Skills 101
Intro to PC Troubleshooting and Repair
Introduction to Autism Spectrum Disorders
Introduction to Biology
Introduction to Cell and Molecular Biology
Introduction to Chemistry
Introduction to CSS
Introduction to Gardening
Introduction to JavaScript
Introduction to Medical Billing

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Introduction to Medical Coding		
Introduction to Microbiology		
Introduction to Music Appreciation		
Introduction to QuickBooks 2011		
Introduction to QuickBooks 2013		
Introduction to Quicken 2010		
Introduction to Six Sigma		
Introduction to SQL		
Investing 101: Stocks, Bonds, and Mutual Funds		
Investing 201: Intro to Commodity, Options, and Futures Market		
Italian Cooking 101		
Japanese Cultural Studies 101		
Job Performance Appraisals - A How To Guide		
John Adams (American Presidents Series)		
Journaling and Memoir Writing 101		
Judaism 101: An Introduction		
Kinesics 101 - Learn to Read Body Language		
Kitchen Sanitation 101		
Knitting 101	.	

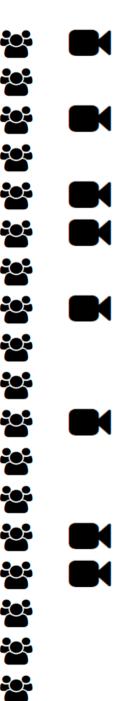
Landlord 101: Managing Rental Properties
Landscaping 101
Language Arts, Reading Preparation for the GED Test
Language Arts, Writing Preparation for the GED Test
Leadership and Supervision 101
Learn HTML - Create Webpages Using HTML5
Learning Disabilities: What You Need to Know
Legal Secretary 101
Legal Terminology 101
Life Coaching 101
Lifetime Wellness 101
Listening Skills 101
Magick Basics
Management Essentials 101
Managerial Accounting 101
Managing Your Career
Marine Biology 101
Marine Life Rescue 101

Marketing for Small Business 101

Marketing Outreach	2
Mastering Sales Skills 101	2
Math All-In-One (Arithmetic, Algebra, and Geometry Review)	
Math Preparation for the GED Test	2
Mediation 101	2
Medical Assistant 101: Career Overview	2
Medical Office Procedures 101	2
Medical Terminology 101	
Medical Terminology 201	2
Medical Terminology for Medical Coders	2
Medical Transcription 101	2
Meditation 101: Learn How to Meditate	2
Memory and Concentration Techniques	2
Memory Improvement 101	2
Metaphysics 101	2
Meteorology Fundamentals	2
Microbiology 101	2
Microsoft Access 2010	2
Microsoft Access 2013	2

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Microsoft Outlook 2013		
Microsoft Project 2007		
Microsoft Project 2013		
Microsoft Publisher 2007		
Microsoft Publisher 2013		
Microsoft Visio 2013		
Middle and High School Bullying 101		
Mindfulness in the Workplace		
Motivational and Public Speaking 101		
MS Office 2003: Word, Excel, PowerPoint		
MS Office 2007: Word, Excel, PowerPoint and Outlook		
MS Publisher 2010		
MS Word 2003		
MS Word 2007		
MS Word 2013		
Mystery Writing 101		
Natural Skin Care 101		
Negotiation Skills		
Nonfiction Writing 101	202	



Norse Mythology 101 Novel Writing 101 Numerology 101 Nursing Assistant Career Overview Nutrition 101 Nutrition 201: A Closer Look Office 2010: Word, Excel, PowerPoint and Outlook Office 2013: Word, Excel, PowerPoint and Outlook OneNote 2010 OneNote 2013 **Organic Chemistry 101 Organizational Psychology 101** Outlook 2007 Outlook 2010 Paralegal Studies 101: Career Overview Paranormal Investigation 101 Paranormal Investigation 201 Paranormal Investigations: Complete Edition Paranormal Romance Writing 101

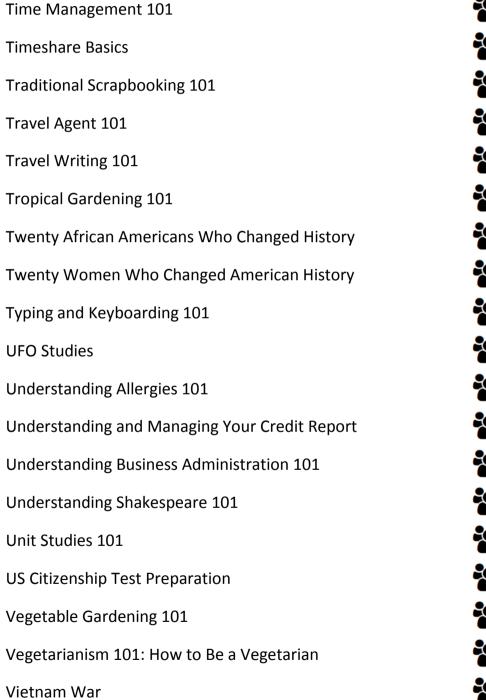
Parent Advocacy in Special Education: Strategies, Supports a	nd C 🍄 y Control	
Party Planning 101		
Payroll Management 101		
Personal Finance 101: How to Manage Your Money		
Personal Protective Equipment		
Personality Development 101		
Persuasion 101: Learn How to Persuade		
Persuasion Techniques		
Pet Sitting & Dog Walking Business 101		
Philosophy 101		
Photography 101: Beginner to Intermediate		
Photoshop Elements 101		
Photoshop Elements Version 7.0 (or earlier)		
Photoshop Elements Version 8.0 and 9.0		
Physics 101: Beginner to Intermediate Concepts		
Pie Baking 101		
Pinterest		
Poetry Writing 101		
PowerPoint 2003		

PowerPoint 2007	
PowerPoint 2010	
PowerPoint 2013	
Pre-Algebra 101	
Pre-Columbian Mythology	
Precalculus 101	
Prenatal Care	
Problem Solving Strategies 101	
Professional Organizer Training	
Project Management 101	
Proofreading and Copyediting 101	
Psychology 101	
Public Relations 101	
Punctuation and Grammar 101	
Purchasing and Vendor Management 101	
Quickbooks 101	
QuickBooks Online Essentials	
Quicken 101	
Reading Comprehension 101	

Recruitment and Retention Strategies 101		
Reiki 1st and 2nd Degree		
Reiki 1st Degree		
Reiki 2nd Degree		
Reiki Attunements		
Reiki Essentials		
Reiki Hand Placements		
Relaxation 101		
Restaurant Management 101		
Resume Writing 101		
Retail Business 101		
Retirement Planning		
Retirement Tips 101		
Romance Writing 101		
Running Effective Meetings - The Must Take Course on Meeting	le ge	m
Russian Culture 101		
Salem Witch Trials		
Science Preparation for the GED Test		
Screenwriting 101	.	

Second Grade Curriculum 101		
Self Hypnosis 101: Reshaping Your Reality		
Sensitivity Training in the Workplace 101		
Sewing 101		
Sexual Harassment Compliance		
Small Business Guide		
Snakes of the Western Hemisphere 101		
Soap Making 101		
Social Media 101 (Facebook, Twitter and Linkedin)		
Social Studies Preparation for the GED Test		
Sociology 101		
Solving Classroom Problems 101		
Spanish Cooking 101		
Spanish Culture 101		
Spanish for Travelers: A Beginner's Guide		
Special Ed: Effective and Significant Approaches		
Special Education 101: Foundations, Purpose, & Challenges		
Special Education: Foundations, Behavior, Curriculum, Instruction	ol 🚰 l E	valuation
Special Events Planning 101		

Speed Reading 101	20
Speed Writing 101	20
Spelling 101	20
Spiders and Other Insects in North America 101	
Spiritual Counseling 101	
Statistics 101	
Stress Management 101	
Talent Management 101	
Tarot Cards 101	
Tea Parties 101	
Teaching Reiki	
Team Management 101	
Telephone Skills and Quality Customer Service	
Tex Mex Cooking 101	20
The Art of Breathing 101	
The Gulf War	
The Runes	
Therapeutic Bathing 101	
Third Grade Curriculum	



Virtual Assistant 101	
Virus Removal and Protection 101	
Vocabulary Building	
Waiter and Waitress Training 101	
Water Color Painting 101	
Web 2.0	
Wedding Crafts and Projects	
Wedding Planning 101	
Weight Loss Management	
Weight Training 101	
Wellness Coaching 101	
Wicca 101	
Wildlife Rehabilitation for Beginners	
Windows 7	
Windows 8	
Windows Live Email 101	
Word 2010	
Workers' Compensation 101	
Workplace Conflict 101	

Workplace Safety 101	
World Religions 101	
World War I	
World War I and II	
World War II	
Writing Basics 101: Spelling, Grammar, Punctuation, Writing St	ru 😂 s 🛛 💽
Writing Effective Persuasion 101	
Writing Improvement 101	
Writing the Great American Short Story	
Writing Women's Fiction 101	
Yoga 101	