

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 | |
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| 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 |
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| 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 |
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| 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 | |
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| 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 | |
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| 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 |
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| 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 | |
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| 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 |
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| 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 | | |
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| 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 | •••• |
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| 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 | |
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| 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 |
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| 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 |
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| ICD-10: Medical Coding 101 |
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| 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 | | |
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| 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 |
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| 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 |
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Marketing for Small Business 101

| Marketing Outreach | 2 |
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| 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 | | |
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| 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 | |
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| 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 | |
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| 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 | | |
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| 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 | | |
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| 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 |
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| 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 | |
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| 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 | |
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| 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 | |