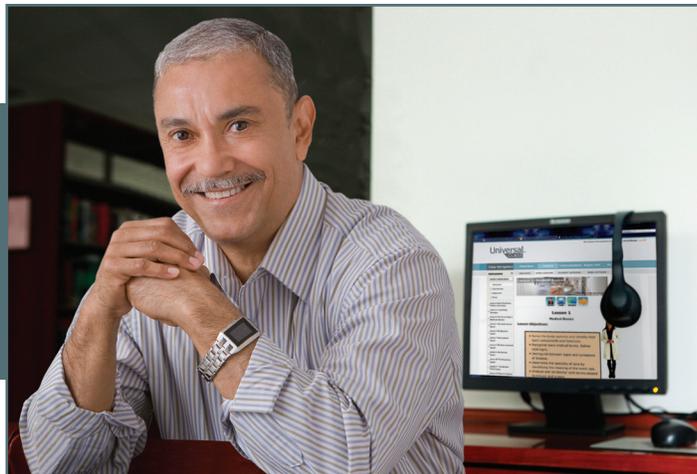




# Learn Something New Today!

## Over 500 Online Continuing Education Courses



### Available subjects include:

- Computer Training
- Business
- Health Services Training
- Personal Finance
- Pet and Animal Care
- Music and Painting
- GED Training
- Professional Development
- And Much More!

\*See reverse for a sample listing of our most popular courses.

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- Remote, 24/7 Access via the Internet
- Real Instructors
- Connect with Other Students
- Continuing Education Units on Selected Courses



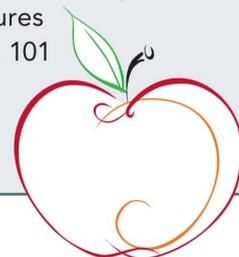
See your librarian for course listing and availability details.

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# Universal Class Continuing Education Unit Courses\*

- Accounting & Bookkeeping 101 for Everyone
- Accounts Payable Management
- Accounts Receivable Management
- Administrative Assistant Fundamentals
- Anatomy and Physiology 101
- Autism 101
- Autism and Inclusion
- Autism Spectrum Disorders for Teachers
- Behavior Management 101
- Business Management 101
- Business Math 101
- Business Writing Basics
- Caring for Seniors
- Cell and Molecular Biology 101
- Child Abuse Recognition, Investigation, and Protection
- Computerized Accounting with QuickBooks
- Customer Relationship Management 101
- Customer Service 101
- Dealing with Difficult People
- Digital Photography 101
- Diversity Training 101
- Early Childhood Development
- Effective Communication 101
- Emotional and Behavioral Disorders 101
- ESL Basic Grammar and Writing
- Etiquette 101
- Event Planning 101
- Excel 2007
- Gregg Shorthand 101 (Centennial Version)
- How to Write a Grant Proposal
- ICD-9-CM Coding Workshop
- Interview Skills 101
- Introduction to Medical Billing
- Introduction to Medical Coding
- Introduction to QuickBooks Bookkeeping
- Introduction to Special Education
- Kinesics 101—Learn to Read Body Language
- Landlord 101: Managing Rental Properties
- Leadership and Supervision 101
- Learning Disabilities: What You Need to Know
- Legal Secretary 101
- Legal Terminology 101
- Life Coaching 101
- Mediation 101
- Medical Terminology 101
- Medical Terminology 201
- Medical Transcription 101
- Microbiology 101
- Microsoft Project 2007
- Microsoft Publisher 2007
- Motivational and Public Speaking 101
- MS Office 2007: Word, Excel, PowerPoint and Outlook
- MS Word 2007
- Negotiation Skills
- Nursing Assistant Overview
- Nutrition 101
- Outlook 2007
- Payroll Management 101
- Photography Basics
- Professional Organizer Training
- Project Management 101
- Proofreading and Copyediting 101
- Psychology 101
- Public Relations 101
- Punctuation and Grammar 101
- Quicken Deluxe 2010
- Reflexology Basics
- Resume Writing 101
- Sociology 101
- Special Events Planning 101
- Speed Reading 101
- Spelling 101
- Statistics 101
- Stress Management 101
- Team Management 101
- Telephone Skills and Quality Customer Service
- Time Management 101
- Virtual Assistant 101
- Vocabulary Building
- Waiter and Waitress Training 101
- Wedding Planning 101
- Wellness Coaching 101
- Writing Basics 101: Spelling, Grammar, Punctuation, Writing Structures
- Writing Effective Persuasion 101
- Writing Improvement 101



\* This is a partial listing of the courses. Course availability subject to instructor availability and market conditions.

Contact the Education and Training Section for more information.

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