

Universal Class Course Listing - April 2018

Course	Course	CEU	Video Audit	New
1 ABCs of Algebra	ABCs of Algebra	Yes	Yes	
2 ABCs of English Grammar	ABCs of English Grammar	Yes	Yes	
3 ABCs of Technical Writing	ABCs of Technical Writing	Yes	Yes	
4 Abnormal Psychology 101	Abnormal Psychology 101	Yes	Yes	
5 Accounting & Bookkeeping 101 for Everyone	Accounting & Bookkeeping 101 for Everyone	Yes	Yes	
6 Accounts Payable Management	Accounts Payable Management	Yes	Yes	
7 Accounts Receivable Management	Accounts Receivable Management	Yes	Yes	
8 Acrylic Painting 101	Acrylic Painting 101	Yes	Yes	
9 Addictions 101 [In Development; TBA: 2019]	Addictions 101 [In Development; TBA: 2019]	Yes		New
10 Administrative Assistant 101	Administrative Assistant 101	Yes	Yes	
11 Adobe Acrobat 101	Adobe Acrobat 101	Yes	Yes	
12 Adobe After Effects	Adobe After Effects	Yes	Yes	
13 Adobe Captivate	Adobe Captivate	Yes	Yes	
14 Adobe Edge Animate CC	Adobe Edge Animate CC	Yes	Yes	
15 Adobe Fireworks 101	Adobe Fireworks 101	Yes	Yes	
16 Adobe Illustrator 101	Adobe Illustrator 101	Yes	Yes	
17 Adobe InDesign 101	Adobe InDesign 101	Yes	Yes	
18 Adobe Lightroom 101	Adobe Lightroom 101	Yes	Yes	
19 Adobe Muse 101	Adobe Muse 101	Yes	Yes	
20 Adobe Photoshop 101	Adobe Photoshop 101	Yes	Yes	
21 Adobe Photoshop CS4	Adobe Photoshop CS4	Yes		
22 Adobe Premiere 101	Adobe Premiere 101	Yes	Yes	
23 Advanced Dog Training	Advanced Dog Training	Yes		
24 Advanced Excel 2013	Advanced Excel 2013	Yes	Yes	
25 Advanced Excel 2016	Advanced Excel 2016	Yes	Yes	
26 Advanced Excel 2019 [In Development; TBA: 2019]	Advanced Excel 2019 [In Development; TBA: 2019]	Yes		New
27 Advertising Copywriter [In Development; TBA: 2019]	Advertising Copywriter [In Development; TBA: 2019]	Yes		New
28 Advertising, Marketing and Sales Writing	Advertising, Marketing and Sales Writing	Yes	Yes	
29 Advocacy for Elderly Patients	Advocacy for Elderly Patients	Yes	Yes	
30 Aging and Long Term Care 101	Aging and Long Term Care 101	Yes		
31 Algebra 101: Beginner to Intermediate Level	Algebra 101: Beginner to Intermediate Level	Yes	Yes	
32 All About Herbs	All About Herbs	Yes		
33 Alzheimer's Disease 101	Alzheimer's Disease 101	Yes		
34 American Civil War	American Civil War	Yes	Yes	
35 American Government	American Government	Yes	Yes	
36 American Heroes and Villains	American Heroes and Villains	Yes	Yes	
37 American History Review	American History Review	Yes	Yes	
38 American Revolutionary War	American Revolutionary War	Yes	Yes	
39 Anatomy and Physiology 101	Anatomy and Physiology 101	Yes	Yes	
40 Ancient Civilizations 101	Ancient Civilizations 101	Yes	Yes	
41 Angel Healing	Angel Healing	Yes	Yes	
42 Angels 101: History, Religion, Spiritualism and You	Angels 101: History, Religion, Spiritualism and You	Yes	Yes	
43 Anger Management 101	Anger Management 101	Yes	Yes	
44 Anti Aging Techniques	Anti Aging Techniques	Yes	Yes	
45 Anxiety Therapy 101	Anxiety Therapy 101	Yes	Yes	
46 Applied Statistics 101	Applied Statistics 101	Yes	Yes	
47 Aquariums for Fish	Aquariums for Fish	Yes		
48 Aromatherapy (Intermediate to Advanced)	Aromatherapy (Intermediate to Advanced)	Yes		
49 Aromatherapy 101	Aromatherapy 101	Yes	Yes	
50 Assertiveness Training	Assertiveness Training	Yes	Yes	
51 Asthma 101	Asthma 101	Yes		
52 Astronomy 101	Astronomy 101	Yes	Yes	
53 Attention Deficit Disorders: ADD and ADHD	Attention Deficit Disorders: ADD and ADHD	Yes	Yes	
54 Auras: Viewing, Identifying, and Understanding	Auras: Viewing, Identifying, and Understanding	Yes	Yes	
55 Autism 101	Autism 101	Yes	Yes	
56 Autism Spectrum Disorders for Teachers	Autism Spectrum Disorders for Teachers	Yes		
57 Babysitting 101	Babysitting 101	Yes	Yes	
58 Bartending and Mixology 101	Bartending and Mixology 101	Yes		
59 Basic English Speaking Skills	Basic English Speaking Skills	Yes	Yes	
60 Basic Math 101	Basic Math 101	Yes	Yes	
61 Basic Parenting 101	Basic Parenting 101	Yes	Yes	
62 Basic Research Skills	Basic Research Skills	Yes	Yes	
63 Become a Reiki Master	Become a Reiki Master	Yes		
64 Beginner's Guide to Wine	Beginner's Guide to Wine	Yes	Yes	
65 Behavior Management 101	Behavior Management 101	Yes		
66 Bible Stories	Bible Stories	Yes		
67 Biology 101	Biology 101	Yes		
68 Bird Watching 101: Food, Feeders and Behavior	Bird Watching 101: Food, Feeders and Behavior	Yes		
69 Braiding Hair 101	Braiding Hair 101	Yes		
70 Bread Baking 101	Bread Baking 101	Yes	Yes	
71 Buddhism 101	Buddhism 101	Yes	Yes	
72 Building Children's Reading Skills	Building Children's Reading Skills	Yes	Yes	
73 Building Self Esteem	Building Self Esteem	Yes	Yes	
74 Building Self-Esteem in Children	Building Self-Esteem in Children	Yes	Yes	
75 Bullying in Elementary School	Bullying in Elementary School	Yes	Yes	

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Course	Course	CEU	Video Audit	New
76 Business Analysis	Business Analysis	Yes	Yes	
77 Business Branding 101	Business Branding 101	Yes	Yes	
78 Business Budgeting 101: How to Plan, Save, and Manage	Business Budgeting 101: How to Plan, Save, and Manage	Yes	Yes	
79 Business Coaching [In Development; TBA: 2019]	Business Coaching [In Development; TBA: 2019]	Yes		New
80 Business Consulting 101	Business Consulting 101	Yes		
81 Business Credit 101	Business Credit 101	Yes		
82 Business Ethics	Business Ethics	Yes	Yes	
83 Business Etiquette	Business Etiquette	Yes		
84 Business Law for Entrepreneurs	Business Law for Entrepreneurs	Yes		New
85 Business Management	Business Management	Yes	Yes	
86 Business Math 101	Business Math 101	Yes	Yes	
87 Business Professionalism	Business Professionalism	Yes	Yes	
88 Business Writing	Business Writing	Yes	Yes	
89 Butterflies	Butterflies	Yes		
90 Butterfly Gardens	Butterfly Gardens	Yes		
91 Buying and Selling Antiques and Collectibles	Buying and Selling Antiques and Collectibles	Yes	Yes	
92 Cake Decorating 101	Cake Decorating 101	Yes	Yes	
93 Call Center Customer Service	Call Center Customer Service	Yes		
94 Call Center Management	Call Center Management	Yes		
95 Candle Making 101	Candle Making 101	Yes	Yes	
96 Canoeing 101	Canoeing 101	Yes		
97 Card Games Basics	Card Games Basics	Yes		
98 Career Coaching	Career Coaching	Yes	Yes	
99 Careers in Healthcare	Careers in Healthcare	Yes		
100 Caring for Seniors	Caring for Seniors	Yes	Yes	
101 Cat Care and Training 101	Cat Care and Training 101	Yes		
102 Catering 101	Catering 101	Yes	Yes	
103 Celtic Mythology 101	Celtic Mythology 101	Yes		
104 Chakra Clearing	Chakra Clearing	Yes		
105 Chakra Meditation 101	Chakra Meditation 101	Yes		
106 Chakras 101	Chakras 101	Yes		
107 Chemistry 101	Chemistry 101	Yes		
108 Child Abuse Recognition, Investigation, and Protection	Child Abuse Recognition, Investigation, and Protection	Yes		
109 Child Psychology 101	Child Psychology 101	Yes		
110 Childhood Obesity	Childhood Obesity	Yes		
111 Children's Birthday Parties 101	Children's Birthday Parties 101	Yes		
112 Chinese Culture Studies 101	Chinese Culture Studies 101	Yes		
113 Christianity 101: An Introduction	Christianity 101: An Introduction	Yes	Yes	
114 Clutter Control 101	Clutter Control 101	Yes		
115 Collaboration Skills	Collaboration Skills	Yes	Yes	
116 Communication with Diplomacy and Tact	Communication with Diplomacy and Tact	Yes	Yes	
117 Community Development 101 [In Development; TBA: 2019]	Community Development 101 [In Development; TBA: 2019]	Yes		New
118 Comprehensive Medical Terminology 1 & 2	Comprehensive Medical Terminology 1 & 2	Yes	Yes	
119 Computer Basics 101	Computer Basics 101	Yes	Yes	
120 Concierge 101: How to Run a Personal Service Business	Concierge 101: How to Run a Personal Service Business	Yes	Yes	
121 Confidence Building	Confidence Building	Yes	Yes	
122 Conflict Resolution 101	Conflict Resolution 101	Yes	Yes	
123 Constructive Feedback and Criticism	Constructive Feedback and Criticism	Yes	Yes	
124 Cooking and Baking 101	Cooking and Baking 101	Yes	Yes	
125 Cosmology 101	Cosmology 101	Yes		
126 Counseling Psychology 101	Counseling Psychology 101	Yes		
127 Couponing 101	Couponing 101	Yes		
128 CPT Coding for Beginners	CPT Coding for Beginners	Yes		
129 Creating an Effective Sales Team	Creating an Effective Sales Team	Yes		
130 Creating and Managing a Non-Profit Organization [In Development; TBA: 2019]	Creating and Managing a Non-Profit Organization [In Development; TBA: 2019]	Yes		New
131 Creating WordPress Websites	Creating WordPress Websites	Yes	Yes	
132 Creative Thinking	Creative Thinking	Yes		
133 Creative Writing 101	Creative Writing 101	Yes	Yes	
134 Creative Writing for Beginners	Creative Writing for Beginners	Yes	Yes	
135 Creative Writing Workshop	Creative Writing Workshop	Yes	Yes	
136 Criminology Basics	Criminology Basics	Yes	Yes	
137 Crisis Management 101	Crisis Management 101	Yes		
138 Critical Thinking	Critical Thinking	Yes		
139 Cross-Cultural Communication	Cross-Cultural Communication	Yes	Yes	
140 Cryptozoology 101	Cryptozoology 101	Yes	Yes	
141 Crystal Reports	Crystal Reports	Yes	Yes	
142 Customer Relationship Management	Customer Relationship Management	Yes	Yes	
143 Customer Service 101	Customer Service 101	Yes	Yes	
144 Cybersecurity 101 [In Development; TBA: 2019]	Cybersecurity 101 [In Development; TBA: 2019]	Yes		New
145 Dealing With Difficult People	Dealing With Difficult People	Yes	Yes	
146 Debt Reduction	Debt Reduction	Yes		
147 Decision Making Skills	Decision Making Skills	Yes		
148 Delegation Skills	Delegation Skills	Yes		
149 Depression Management	Depression Management	Yes	Yes	
150 Developing Great Social Skills	Developing Great Social Skills	Yes		

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Course	Course	CEU	Video Audit	New
151 Diabetes 101	Diabetes 101	Yes	Yes	
152 Digital Photography 101	Digital Photography 101	Yes		
153 Digital Photography with the iPhone	Digital Photography with the iPhone	Yes		New
154 Disaster Preparedness 101 [In Development; TBA: 2019]	Disaster Preparedness 101 [In Development; TBA: 2019]	Yes		New
155 Disaster Risk Reduction in Emergencies [In Development; TBA: 2019]	Disaster Risk Reduction in Emergencies [In Development; TBA: 2019]	Yes		New
156 Diversity Training 101	Diversity Training 101	Yes		
157 Dog & Cat First Aid, Care & Maintenance	Dog & Cat First Aid, Care & Maintenance	Yes		
158 Dog Grooming 101	Dog Grooming 101	Yes		
159 Dog Psychology 101	Dog Psychology 101	Yes	Yes	
160 Dog Training 101: A Guide for Beginners	Dog Training 101: A Guide for Beginners	Yes		
161 Domestic Violence 101	Domestic Violence 101	Yes	Yes	
162 Dream Interpretation 101	Dream Interpretation 101	Yes	Yes	
163 Dreamweaver 101	Dreamweaver 101	Yes	Yes	
164 Dreamweaver CS4	Dreamweaver CS4	Yes		
165 Drug and Alcohol Abuse 101	Drug and Alcohol Abuse 101	Yes	Yes	
166 Early Childhood Development 101	Early Childhood Development 101	Yes		
167 Ecology 101	Ecology 101	Yes	Yes	
168 Economics 101	Economics 101	Yes	Yes	
169 Economics 201	Economics 201	Yes	Yes	
170 Effective Communication 101	Effective Communication 101	Yes	Yes	
171 Effective Presentations	Effective Presentations	Yes	Yes	
172 Egyptian Mythology 101	Egyptian Mythology 101	Yes	Yes	
173 Electronics 101	Electronics 101	Yes	Yes	
174 Emotional Healing 101	Emotional Healing 101	Yes	Yes	
175 Emotional Intelligence	Emotional Intelligence	Yes	Yes	
176 End of Life Care	End of Life Care	Yes	Yes	
177 Energy Healing	Energy Healing	Yes		
178 English Composition 101	English Composition 101	Yes	Yes	
179 Enhance Your Everyday Vocabulary	Enhance Your Everyday Vocabulary	Yes	Yes	
180 ESL Basic Grammar	ESL Basic Grammar	Yes		
181 ESL Basic Writing Skills	ESL Basic Writing Skills	Yes		
182 ESL Grammar Skills Level 1	ESL Grammar Skills Level 1	Yes	Yes	
183 ESL Grammar Skills Level 2	ESL Grammar Skills Level 2	Yes		
184 ESL Grammar Skills Level 3	ESL Grammar Skills Level 3	Yes		
185 ESL Grammar Skills Level 4	ESL Grammar Skills Level 4	Yes		
186 ESL Grammar Skills Level 5	ESL Grammar Skills Level 5	Yes		
187 Essay Writing 101	Essay Writing 101	Yes	Yes	
188 Estate Planning	Estate Planning	Yes	Yes	
189 Etiquette 101	Etiquette 101	Yes	Yes	
190 Etiquette Consultant	Etiquette Consultant	Yes		
191 Etiquette for Children and Teens	Etiquette for Children and Teens	Yes	Yes	
192 Event Planning 101	Event Planning 101	Yes	Yes	
193 Excel 2007	Excel 2007	Yes	Yes	
194 Excel 2010	Excel 2010	Yes	Yes	
195 Excel 2013	Excel 2013	Yes	Yes	
196 Excel 2016	Excel 2016	Yes	Yes	
197 Excel 2019 [In Development; TBA: 2019]	Excel 2019 [In Development; TBA: 2019]	Yes		New
198 Face Painting 101	Face Painting 101	Yes	Yes	
199 Fashion Design 101: An Introduction	Fashion Design 101: An Introduction	Yes		
200 Feng Shui 101	Feng Shui 101	Yes	Yes	
201 Film Appreciation	Film Appreciation	Yes		
202 Final Cut Pro X	Final Cut Pro X	Yes	Yes	
203 Financial Analysis 101: Planning and Control	Financial Analysis 101: Planning and Control	Yes		
204 Fire Safety 101 [In Development; TBA: 2019]	Fire Safety 101 [In Development; TBA: 2019]	Yes		New
205 First Grade Curriculum	First Grade Curriculum	Yes		
206 Floral Arrangement 101	Floral Arrangement 101	Yes	Yes	
207 Freelance Writing 101	Freelance Writing 101	Yes		
208 French Culture 101	French Culture 101	Yes		
209 Freshwater Fishing 101	Freshwater Fishing 101	Yes		
210 Fundraising 101	Fundraising 101	Yes	Yes	
211 GED Test Preparation	GED Test Preparation	Yes		
212 Genealogy 101	Genealogy 101	Yes	Yes	
213 General Receptionist	General Receptionist	Yes	Yes	
214 General Secretary 101	General Secretary 101	Yes	Yes	
215 Geography 101	Geography 101	Yes		
216 Geology 101	Geology 101	Yes		
217 Geometry 101: Beginner to Intermediate Level	Geometry 101: Beginner to Intermediate Level	Yes	Yes	
218 Global Anti-Corruption and Bribery [In Development; TBA: 2019]	Global Anti-Corruption and Bribery [In Development; TBA: 2019]	Yes		New
219 Global Warming	Global Warming	Yes		
220 Gmail 101	Gmail 101	Yes	Yes	
221 Google Analytics 101	Google Analytics 101	Yes	Yes	
222 Google+ for Business	Google+ for Business	Yes	Yes	
223 Great Family Vacations	Great Family Vacations	Yes	Yes	
224 Greek Mythology	Greek Mythology	Yes	Yes	
225 Habits of Millionaires	Habits of Millionaires	Yes		

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Course	Course	CEU	Video Audit	New
226 Haunted Places	Haunted Places	Yes	Yes	
227 Healing Affirmations	Healing Affirmations	Yes		
228 Health Education 101	Health Education 101	Yes	Yes	
229 Healthy Relationships	Healthy Relationships	Yes	Yes	
230 Hinduism 101: An Introduction	Hinduism 101: An Introduction	Yes		
231 HIPAA Compliance 101	HIPAA Compliance 101	Yes	Yes	
232 Historical Fiction Writing	Historical Fiction Writing	Yes		
233 History of Terrorism 101	History of Terrorism 101	Yes		
234 History of the Universe	History of the Universe	Yes		New
235 History's Greatest Conspiracies	History's Greatest Conspiracies	Yes	Yes	
236 HIV: Prevention, Diagnosis, Treatment	HIV: Prevention, Diagnosis, Treatment	Yes		
237 Home Business	Home Business	Yes	Yes	
238 Home Safety	Home Safety	Yes		
239 Homeopathy 101	Homeopathy 101	Yes		
240 Housekeeping 101	Housekeeping 101	Yes	Yes	
241 How to Bake Cookies	How to Bake Cookies	Yes	Yes	
242 How To Be a Substitute Teacher	How To Be a Substitute Teacher	Yes		
243 How to Be Your Own Life Coach	How to Be Your Own Life Coach	Yes	Yes	
244 How to Can, Freeze, Dry and Preserve Food	How to Can, Freeze, Dry and Preserve Food	Yes		
245 How to Care for House Pets	How to Care for House Pets	Yes		
246 How to Choose the Right Dog for You	How to Choose the Right Dog for You	Yes	Yes	
247 How To Coach Youth Basketball	How To Coach Youth Basketball	Yes		
248 How to Decorate a Room	How to Decorate a Room	Yes		
249 How To Draw 101	How To Draw 101	Yes		
250 How to eBay	How to eBay	Yes	Yes	
251 How to Improve Your Concentration	How to Improve Your Concentration	Yes	Yes	
252 How to Live with a Teenager 101	How to Live with a Teenager 101	Yes		
253 How to Manicure	How to Manicure	Yes		
254 How to Prepare, Stage and Sell Your Home	How to Prepare, Stage and Sell Your Home	Yes		
255 How To Quit Smoking	How To Quit Smoking	Yes		
256 How to Run a Dog Day Care	How to Run a Dog Day Care	Yes		
257 How to Run an Effective Helpdesk	How to Run an Effective Helpdesk	Yes		
258 How to Start a Craft Business	How to Start a Craft Business	Yes	Yes	
259 How to Start and Run a Daycare Service	How to Start and Run a Daycare Service	Yes		
260 How to Start and Run an Online Business	How to Start and Run an Online Business	Yes	Yes	
261 How to Take an Online Course at UniversalClass	How to Take an Online Course at UniversalClass	Yes		
262 How to Teach Reading Fundamentals	How to Teach Reading Fundamentals	Yes		
263 How to Use an iPad	How to Use an iPad	Yes	Yes	
264 How to Write a Business Plan	How to Write a Business Plan	Yes		
265 How to Write a Grant Proposal	How to Write a Grant Proposal	Yes	Yes	
266 How to Write a Short Story	How to Write a Short Story	Yes	Yes	
267 How to Write Case Studies	How to Write Case Studies	Yes		
268 How to Write Effective Policies and Procedures	How to Write Effective Policies and Procedures	Yes		
269 How to Write Short Stories for Children	How to Write Short Stories for Children	Yes	Yes	
270 HR Compensation and Benefits	HR Compensation and Benefits	Yes		
271 Human Resources Management 101	Human Resources Management 101	Yes	Yes	
272 Humor Writing 101	Humor Writing 101	Yes		
273 ICD-10: Medical Coding	ICD-10: Medical Coding	Yes		
274 Innovative Thinking	Innovative Thinking	Yes		
275 Interior Decorating Made Easy	Interior Decorating Made Easy	Yes	Yes	
276 Interior Design 101	Interior Design 101	Yes	Yes	
277 Internet Fundamentals 101	Internet Fundamentals 101	Yes		
278 Internet Specialist 101	Internet Specialist 101	Yes		New
279 Interpersonal Communication	Interpersonal Communication	Yes	Yes	
280 Interview Skills	Interview Skills	Yes	Yes	
281 Intro to PC Troubleshooting and Repair	Intro to PC Troubleshooting and Repair	Yes		New
282 Introduction to Biology	Introduction to Biology	Yes	Yes	
283 Introduction to Cell and Molecular Biology	Introduction to Cell and Molecular Biology	Yes		
284 Introduction to CSS	Introduction to CSS	Yes	Yes	
285 Introduction to Excel 2003	Introduction to Excel 2003	Yes		
286 Introduction to Gardening	Introduction to Gardening	Yes	Yes	
287 Introduction to JavaScript	Introduction to JavaScript	Yes	Yes	
288 Introduction to Medical Billing	Introduction to Medical Billing	Yes		
289 Introduction to Medical Coding	Introduction to Medical Coding	Yes		
290 Introduction to Music Appreciation	Introduction to Music Appreciation	Yes		
291 Introduction to QuickBooks 2011	Introduction to QuickBooks 2011	Yes		
292 Introduction to QuickBooks 2013	Introduction to QuickBooks 2013	Yes	Yes	
293 Introduction to QuickBooks 2014	Introduction to QuickBooks 2014	Yes	Yes	
294 Introduction to QuickBooks 2015	Introduction to QuickBooks 2015	Yes	Yes	
295 Introduction to Quicken 2010	Introduction to Quicken 2010	Yes		
296 Introduction to Six Sigma	Introduction to Six Sigma	Yes		
297 Introduction to SQL	Introduction to SQL	Yes	Yes	
298 Investing 101: Stocks, Bonds, and Mutual Funds	Investing 101: Stocks, Bonds, and Mutual Funds	Yes	Yes	
299 Investing 201: Intro to Commodity, Options, and Futures Markets	Investing 201: Intro to Commodity, Options, and Futures Markets	Yes	Yes	
300 Italian Cooking 101	Italian Cooking 101	Yes		New

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Course	Course	CEU	Video Audit	New
301 Japanese Cultural Studies 101	Japanese Cultural Studies 101	Yes		
302 Job Performance Appraisals - A How To Guide	Job Performance Appraisals - A How To Guide	Yes	Yes	
303 Journaling and Memoir Writing	Journaling and Memoir Writing	Yes	Yes	
304 Journalism 101	Journalism 101	Yes	Yes	
305 JQuery Programming	jQuery Programming	Yes	Yes	
306 Judaism 101: An Introduction	Judaism 101: An Introduction	Yes		
307 Kaizen 101 - An Introduction [In Development; TBA: 2019]	Kaizen 101 - An Introduction [In Development; TBA: 2019]	Yes		New
308 Kinesics 101 - Learn to Read Body Language	Kinesics 101 - Learn to Read Body Language	Yes	Yes	
309 Knitting 101	Knitting 101	Yes	Yes	
310 Landlord 101: Managing Rental Properties	Landlord 101: Managing Rental Properties	Yes	Yes	
311 Landscaping 101	Landscaping 101	Yes		
312 Lawful Employee Termination [In Development; TBA: 2019]	Lawful Employee Termination [In Development; TBA: 2019]	Yes		New
313 Leadership and Supervision 101	Leadership and Supervision 101	Yes		
314 Lean Management [In Development; TBA: 2019]	Lean Management [In Development; TBA: 2019]	Yes		New
315 Learn HTML - Create Webpages Using HTML5	Learn HTML - Create Webpages Using HTML5	Yes	Yes	
316 Learning Disabilities: What You Need to Know	Learning Disabilities: What You Need to Know	Yes		
317 Legal Terminology 101	Legal Terminology 101	Yes	Yes	
318 Life Coaching 101	Life Coaching 101	Yes	Yes	
319 Lifetime Wellness 101	Lifetime Wellness 101	Yes	Yes	
320 Listening Skills 101	Listening Skills 101	Yes	Yes	
321 Management Essentials	Management Essentials	Yes	Yes	
322 Managerial Accounting 101	Managerial Accounting 101	Yes		
323 Managing Your Career	Managing Your Career	Yes	Yes	
324 Marine Biology 101	Marine Biology 101	Yes	Yes	
325 Marine Life Rescue 101	Marine Life Rescue 101	Yes		
326 Marketing 101	Marketing 101	Yes	Yes	
327 Marketing for Small Business 101	Marketing for Small Business 101	Yes		
328 Marketing Outreach	Marketing Outreach	Yes		
329 Mastering Conversation Skills	Mastering Conversation Skills	Yes		
330 Mastering Sales Skills 101	Mastering Sales Skills 101	Yes		
331 Mediation 101	Mediation 101	Yes	Yes	
332 Medical Terminology 101	Medical Terminology 101	Yes	Yes	
333 Medical Terminology 201	Medical Terminology 201	Yes	Yes	
334 Medical Terminology for Medical Coders	Medical Terminology for Medical Coders	Yes	Yes	
335 Meditation 101: Learn How to Meditate	Meditation 101: Learn How to Meditate	Yes	Yes	
336 Memory Improvement	Memory Improvement	Yes	Yes	
337 Metaphysics 101	Metaphysics 101	Yes		
338 Meteorology Fundamentals	Meteorology Fundamentals	Yes	Yes	
339 Microbiology 101	Microbiology 101	Yes	Yes	
340 Microsoft Access 2010	Microsoft Access 2010	Yes		
341 Microsoft Access 2013	Microsoft Access 2013	Yes	Yes	
342 Microsoft Access 2016	Microsoft Access 2016	Yes	Yes	
343 Microsoft Access 2019 [In Development; TBA: 2019]	Microsoft Access 2019 [In Development; TBA: 2019]	Yes		New
344 Microsoft Outlook 2013	Microsoft Outlook 2013	Yes	Yes	
345 Microsoft Project 2007	Microsoft Project 2007	Yes		
346 Microsoft Project 2013	Microsoft Project 2013	Yes	Yes	
347 Microsoft Project 2016	Microsoft Project 2016	Yes	Yes	
348 Microsoft Project 2019 [In Development; TBA: 2019]	Microsoft Project 2019 [In Development; TBA: 2019]	Yes		New
349 Microsoft Publisher 2007	Microsoft Publisher 2007	Yes		
350 Microsoft Publisher 2013	Microsoft Publisher 2013	Yes	Yes	
351 Microsoft Publisher 2016	Microsoft Publisher 2016	Yes	Yes	
352 Microsoft Publisher 2019 [In Development; TBA: 2019]	Microsoft Publisher 2019 [In Development; TBA: 2019]	Yes		New
353 Microsoft Visio 2013	Microsoft Visio 2013	Yes	Yes	
354 Microsoft Visio 2016	Microsoft Visio 2016	Yes	Yes	
355 Microsoft Visio 2019 [In Development; TBA: 2019]	Microsoft Visio 2019 [In Development; TBA: 2019]	Yes		New
356 Microsoft Word 2016	Microsoft Word 2016	Yes	Yes	
357 Microsoft Word 2019 [In Development; TBA: 2019]	Microsoft Word 2019 [In Development; TBA: 2019]	Yes		New
358 Middle and High School Bullying	Middle and High School Bullying	Yes	Yes	
359 Mindfulness in the Workplace	Mindfulness in the Workplace	Yes	Yes	
360 MS Publisher 2010	MS Publisher 2010	Yes		
361 MS Word 2003	MS Word 2003	Yes		
362 MS Word 2007	MS Word 2007	Yes	Yes	
363 MS Word 2013	MS Word 2013	Yes	Yes	
364 MySQL	MySQL	Yes	Yes	
365 Mystery Writing	Mystery Writing	Yes		
366 Natural Skin Care 101	Natural Skin Care 101	Yes	Yes	
367 Negotiation Skills	Negotiation Skills	Yes	Yes	
368 Nonfiction Writing 101	Nonfiction Writing 101	Yes		
369 Norse Mythology 101	Norse Mythology 101	Yes		
370 Novel Writing 101	Novel Writing 101	Yes	Yes	
371 Nutrition 101	Nutrition 101	Yes	Yes	
372 Nutrition 201: A Closer Look	Nutrition 201: A Closer Look	Yes	Yes	
373 OneNote 2013	OneNote 2013	Yes	Yes	
374 OneNote 2016	OneNote 2016	Yes	Yes	
375 OneNote 2019 [In Development; TBA: 2019]	OneNote 2019 [In Development; TBA: 2019]	Yes		New

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Course	Course	CEU	Video Audit	New
376 Operations Management 101	Operations Management 101	Yes		
377 Organizational Behavior in Business [In Development; TBA: 2019]	Organizational Behavior in Business [In Development; TBA: 2019]	Yes		New
378 Organizational Psychology 101	Organizational Psychology 101	Yes		
379 OS X Yosemite	OS X Yosemite	Yes	Yes	
380 Outlook 2007	Outlook 2007	Yes	Yes	
381 Outlook 2010	Outlook 2010	Yes	Yes	
382 Outlook 2016	Outlook 2016	Yes	Yes	
383 Outlook 2019 [In Development; TBA: 2019]	Outlook 2019 [In Development; TBA: 2019]	Yes		New
384 Paranormal Investigation 101	Paranormal Investigation 101	Yes	Yes	
385 Paranormal Investigation 201	Paranormal Investigation 201	Yes	Yes	
386 Paranormal Romance Writing	Paranormal Romance Writing	Yes		
387 Party Planning 101	Party Planning 101	Yes	Yes	
388 Payroll Management 101	Payroll Management 101	Yes		
389 Personal Assistant 101	Personal Assistant 101	Yes		
390 Personal Finance 101: How to Manage Your Money	Personal Finance 101: How to Manage Your Money	Yes		
391 Personal Protective Equipment	Personal Protective Equipment	Yes		
392 Personality Development	Personality Development	Yes	Yes	
393 Persuasion Techniques	Persuasion Techniques	Yes	Yes	
394 Pet Sitting & Dog Walking Business 101	Pet Sitting & Dog Walking Business 101	Yes	Yes	
395 Philosophy 101	Philosophy 101	Yes	Yes	
396 Photography 101: Beginner to Intermediate	Photography 101: Beginner to Intermediate	Yes	Yes	
397 Photoshop Elements 101	Photoshop Elements 101	Yes	Yes	
398 Photoshop Elements 15	Photoshop Elements 15	Yes		New
399 Photoshop Elements Version 7.0 (or earlier)	Photoshop Elements Version 7.0 (or earlier)	Yes		
400 Photoshop Elements Version 8.0 and 9.0	Photoshop Elements Version 8.0 and 9.0	Yes		
401 Physics 101: Beginner to Intermediate Concepts	Physics 101: Beginner to Intermediate Concepts	Yes	Yes	
402 Pie Baking 101	Pie Baking 101	Yes	Yes	
403 Pinterest	Pinterest	Yes	Yes	
404 Poetry Writing 101	Poetry Writing 101	Yes	Yes	
405 Positive Parenting Techniques	Positive Parenting Techniques	Yes	Yes	
406 PowerPoint 2003	PowerPoint 2003	Yes		
407 PowerPoint 2007	PowerPoint 2007	Yes	Yes	
408 PowerPoint 2010	PowerPoint 2010	Yes	Yes	
409 PowerPoint 2013	PowerPoint 2013	Yes	Yes	
410 PowerPoint 2016	PowerPoint 2016	Yes	Yes	
411 PowerPoint 2019 [In Development; TBA: 2019]	PowerPoint 2019 [In Development; TBA: 2019]	Yes		New
412 Pre-Algebra 101	Pre-Algebra 101	Yes	Yes	
413 Pre-Columbian Mythology	Pre-Columbian Mythology	Yes		New
414 Precalculus 101	Precalculus 101	Yes	Yes	
415 Prenatal Care	Prenatal Care	Yes		New
416 Preventing Workplace Harassment [In Development; TBA: 2019]	Preventing Workplace Harassment [In Development; TBA: 2019]	Yes		New
417 Problem Solving Strategies	Problem Solving Strategies	Yes	Yes	
418 Procurement Management [In Development; TBA: 2019]	Procurement Management [In Development; TBA: 2019]	Yes		New
419 Product Management 101	Product Management 101	Yes		
420 Professional Organizer Training	Professional Organizer Training	Yes		
421 Project Management 101	Project Management 101	Yes	Yes	
422 Proofreading and Copyediting 101	Proofreading and Copyediting 101	Yes	Yes	
423 Psychology 101	Psychology 101	Yes	Yes	
424 Public Relations 101	Public Relations 101	Yes		
425 Punctuation and Grammar 101	Punctuation and Grammar 101	Yes	Yes	
426 Purchasing and Vendor Management 101	Purchasing and Vendor Management 101	Yes	Yes	
427 Pursuing Happiness: Successful Strategies	Pursuing Happiness: Successful Strategies	Yes		
428 QuickBooks 101	QuickBooks 101	Yes	Yes	
429 QuickBooks Online Essentials	QuickBooks Online Essentials	Yes	Yes	
430 Quicken Tutorial: An Introduction	Quicken Tutorial: An Introduction	Yes	Yes	
431 Reading Comprehension 101	Reading Comprehension 101	Yes		
432 Recruitment and Retention Strategies	Recruitment and Retention Strategies	Yes	Yes	
433 Reiki 1st Degree	Reiki 1st Degree	Yes		
434 Reiki 2nd Degree	Reiki 2nd Degree	Yes		
435 Reiki Attunements	Reiki Attunements	Yes		
436 Reiki Essentials	Reiki Essentials	Yes		
437 Reiki Hand Placements	Reiki Hand Placements	Yes		
438 Relaxation 101	Relaxation 101	Yes		
439 Report Writing 101	Report Writing 101	Yes		
440 Resolving Workplace Conflict	Resolving Workplace Conflict	Yes	Yes	
441 Respectful International Workplace [In Development; TBA: 2019]	Respectful International Workplace [In Development; TBA: 2019]	Yes		New
442 Resume Writing 101	Resume Writing 101	Yes	Yes	
443 Retail Business 101	Retail Business 101	Yes		
444 Retirement Planning	Retirement Planning	Yes	Yes	
445 Retirement Tips	Retirement Tips	Yes		
446 Romance Writing	Romance Writing	Yes		
447 Running Effective Meetings	Running Effective Meetings	Yes	Yes	
448 Salem Witch Trials	Salem Witch Trials	Yes	Yes	
449 Screenwriting 101	Screenwriting 101	Yes		
450 Second Grade Curriculum	Second Grade Curriculum	Yes		

Universal Class Course Listing - April 2018

Course	Course	CEU	Video Audit	New
451 Self Hypnosis 101: Reshaping Your Reality	Self Hypnosis 101: Reshaping Your Reality	Yes		
452 Sensitivity Training in the Workplace	Sensitivity Training in the Workplace	Yes	Yes	
453 SEO Copywriting	SEO Copywriting	Yes		
454 Sewing 101	Sewing 101	Yes	Yes	
455 Sexual Harassment Compliance	Sexual Harassment Compliance	Yes		
456 Sexual Harassment in the Workplace [In Development; TBA: 201	Sexual Harassment in the Workplace [In Development; TBA: 201	Yes		New
457 Single Parenting 101	Single Parenting 101	Yes		
458 Small Business Guide	Small Business Guide	Yes	Yes	
459 Snakes of the Western Hemisphere	Snakes of the Western Hemisphere	Yes		
460 Soap Making 101	Soap Making 101	Yes		
461 Social Anxiety 101 [In Development; TBA: 2019]	Social Anxiety 101 [In Development; TBA: 2019]	Yes		New
462 Social Media 101: How to Use Facebook, Twitter and LinkedIn	Social Media 101: How to Use Facebook, Twitter and LinkedIn	Yes	Yes	
463 Social Media Marketing 101 [In Development; TBA: 2019]	Social Media Marketing 101 [In Development; TBA: 2019]	Yes		New
464 Sociology 101	Sociology 101	Yes	Yes	
465 Solving Classroom Discipline Problems	Solving Classroom Discipline Problems	Yes		
466 Spanish Cooking 101	Spanish Cooking 101	Yes		
467 Spanish Culture 101	Spanish Culture 101	Yes		
468 Special Education 101: Foundations, Purpose, & Challenges	Special Education 101: Foundations, Purpose, & Challenges	Yes		
469 Special Events Planning	Special Events Planning	Yes	Yes	
470 Speed Reading 101	Speed Reading 101	Yes		
471 Speed Writing 101	Speed Writing 101	Yes	Yes	
472 Spelling 101	Spelling 101	Yes	Yes	
473 Spiders and Other Insects in North America	Spiders and Other Insects in North America	Yes		
474 Spiritual Counseling	Spiritual Counseling	Yes	Yes	
475 Starting Your Own Cleaning Business	Starting Your Own Cleaning Business	Yes		
476 Statistics 101	Statistics 101	Yes	Yes	
477 Strategic Planning	Strategic Planning	Yes		
478 Stress Management	Stress Management	Yes	Yes	
479 Successfully Networking Your Career	Successfully Networking Your Career	Yes		
480 Talent Management for Business	Talent Management for Business	Yes		New
481 Tarot Cards 101	Tarot Cards 101	Yes	Yes	
482 Tea Parties 101	Tea Parties 101	Yes	Yes	
483 Teaching Reiki	Teaching Reiki	Yes		
484 Team Building 101	Team Building 101	Yes	Yes	
485 Team Management	Team Management	Yes	Yes	
486 Telephone Skills and Quality Customer Service	Telephone Skills and Quality Customer Service	Yes	Yes	
487 Tex Mex Cooking 101	Tex Mex Cooking 101	Yes	Yes	
488 The Art of Breathing	The Art of Breathing	Yes	Yes	
489 The Gulf War	The Gulf War	Yes	Yes	
490 Therapeutic Bathing	Therapeutic Bathing	Yes		
491 Third Grade Curriculum	Third Grade Curriculum	Yes		
492 Time Management 101	Time Management 101	Yes		
493 Timeshare Basics	Timeshare Basics	Yes		New
494 Traditional Scrapbooking 101	Traditional Scrapbooking 101	Yes		
495 Travel Agent 101	Travel Agent 101	Yes	Yes	
496 Travel Writing 101	Travel Writing 101	Yes		
497 Tropical Gardening 101	Tropical Gardening 101	Yes		
498 Twenty African Americans Who Changed History	Twenty African Americans Who Changed History	Yes		
499 Twenty Women Who Changed American History	Twenty Women Who Changed American History	Yes		
500 Typing and Keyboarding 101	Typing and Keyboarding 101	Yes		
501 UFO Studies	UFO Studies	Yes		
502 Understanding Allergies 101	Understanding Allergies 101	Yes		
503 Understanding Financial Statements	Understanding Financial Statements	Yes		
504 Understanding Insurance Types	Understanding Insurance Types	Yes		
505 Understanding Learning Styles	Understanding Learning Styles	Yes	Yes	
506 Unit Studies 101	Unit Studies 101	Yes		
507 US Citizenship Test Preparation	US Citizenship Test Preparation	Yes		
508 Vegetable Gardening 101	Vegetable Gardening 101	Yes		
509 Vietnam War	Vietnam War	Yes	Yes	
510 Virtual Assistant 101	Virtual Assistant 101	Yes		
511 Visual Basic for Excel	Visual Basic for Excel	Yes	Yes	
512 Vocabulary Building	Vocabulary Building	Yes	Yes	
513 Waiter and Waitress Training 101	Waiter and Waitress Training 101	Yes	Yes	
514 Water Color Painting 101	Water Color Painting 101	Yes		
515 Wedding Crafts and Projects	Wedding Crafts and Projects	Yes		
516 Wedding Planning 101	Wedding Planning 101	Yes	Yes	
517 Wedding Traditions Around the World	Wedding Traditions Around the World	Yes	Yes	
518 Weight Loss Management	Weight Loss Management	Yes	Yes	
519 Weight Training 101	Weight Training 101	Yes	Yes	
520 Wellness Coaching	Wellness Coaching	Yes	Yes	
521 Western Calligraphy	Western Calligraphy	Yes	Yes	
522 Wilderness Safety 101 [In Development; TBA: 2019]	Wilderness Safety 101 [In Development; TBA: 2019]	Yes		New
523 Wildlife Rehabilitation: An Introduction	Wildlife Rehabilitation: An Introduction	Yes	Yes	
524 Windows 10	Windows 10	Yes	Yes	
525 Windows 7	Windows 7	Yes	Yes	

Universal Class Course Listing - April 2018

Course	Course	CEU	Video Audit	New
526 Windows 8	Windows 8	Yes	Yes	
527 Word 2010	Word 2010	Yes	Yes	
528 Workers' Compensation 101	Workers' Compensation 101	Yes		
529 Workplace Drug Use [In Development; TBA: 2019]	Workplace Drug Use [In Development; TBA: 2019]	Yes		New
530 Workplace Safety 101	Workplace Safety 101	Yes		
531 Workplace Violence: A Guide to Responding and Preventing	Workplace Violence: A Guide to Responding and Preventing	Yes		
532 World Religions 101	World Religions 101	Yes		
533 World War I	World War I	Yes	Yes	
534 World War II	World War II	Yes	Yes	
535 Writing Basics 101: Spelling, Grammar, Punctuation, Writing Stru	Writing Basics 101: Spelling, Grammar, Punctuation, Writing Stru	Yes	Yes	
536 Writing Effective Emails in the Workplace	Writing Effective Emails in the Workplace	Yes		
537 Writing Effective Persuasion	Writing Effective Persuasion	Yes	Yes	
538 Writing Improvement 101	Writing Improvement 101	Yes	Yes	
539 Writing the Great American Short Story	Writing the Great American Short Story	Yes		
540 Writing Women's Fiction	Writing Women's Fiction	Yes		
541 Yoga 101	Yoga 101	Yes		