

## Universal Class Available Online Courses

\* Course availability subject to instructor availability and market conditions

ABC's of Algebra  
ABC's of English Grammar  
ABC's of Geometry  
ABC's of Physics  
ABC's of Technical Writing  
Accountable-Responsible Children  
Accounting & Bookkeeping 101 for Everyone  
Accounting & Bookkeeping for Beginners  
Accounts Payable Management  
Accounts Receivable Management  
Administrative Assistant Fundamentals  
Adobe Flash 101  
Adobe Flash Introduction  
Adobe Photoshop 101  
Advanced African Hairstyles - Professional Natural Hairstylist  
Advanced CNC Techniques with Basic Features  
Advanced Dog Training  
Advanced Gardening  
Advanced QuickBooks Accounting  
Advanced Trick Horse Training  
Advertising, Marketing and Sales Writing  
African Hairstyles, Cornrows, Dreadlocks, Extensions, and Hairweaves  
Airbrush Spray Tanning  
Algebra 101: Beginner to Intermediate Level  
All About Herbs  
All About The Environment  
Alzheimers Disease - How to Cope  
American Civil War 101  
American Experience-US Study  
American Government 101  
American Literature Review  
American Revolutionary War 101  
American Wars: American Revolution and Civil War  
Anatomy and Physiology 101  
Anatomy-Beginners and Beyond  
Ancient Civilizations (World History Part 1)  
Angel Healing  
Angels 101: History, Religion, Spiritualism and You  
Anger Management 101  
Animals For Everyone: Mammals  
Aromatherapy 101  
Astrology 101  
Astronomy 101  
Attention Deficit Disorders: ADD and ADHD  
Auditing For Today's Accounting Students  
Auras: Viewing, Identifying, and Understanding  
Autism 101  
Autism and Inclusion  
Autism Spectrum Disorders for Teachers  
Babysitting 101  
Babysitting Basics- A Prep Class for Child Care  
Bartending and Mixology 101  
Basic Computer Troubleshooting  
Basic Math 101  
Basic Sewing: Learn To Sew Like A Pro  
Become a Reiki Master  
Beginning Weight Training  
Behavior Management 101  
Behavior Management for Childcare Workers  
Bible Study One - The Book of Genesis - Part One  
Biblical Healing  
Biology 101  
Bird Watching 101: Food, Feeders and Behavior  
Blogging Basics  
Blueprint Reading for Machinists  
Body Art 1 Face Painting  
Body Piercing 1 - Beginning Level  
Book Editing 101  
Book Publishing 101  
Braiding Hair 101  
Breaking Into the Freelance Greeting Card Market  
Breastfeeding Your Baby  
Budgeting and Saving 101  
Building Children's Reading Skills  
Building Self Esteem  
Business Administration 101  
Business Analysis 101  
Business Consulting 101  
Business Credit 101  
Business Ethics 101

Animals For Everyone: Penguins  
Anti Aging Techniques  
Antiques and Collectibles: Start Your Business  
Cake Decorating 101  
Canoeing 101  
Card Games Basics  
Careers in Healthcare  
Caring for Seniors  
Caring for The Elderly or Disabled Patient at Home  
Cascading Style Sheets  
Castles of the United Kingdom  
Cat Care and Training 101  
Cell and Molecular Biology 101  
Chakra Clearing  
Chakra Meditation 101  
Chakras 101  
Chemistry 101  
Child Abuse Recognition, Investigation, and Protection  
Child Development & Psychology I - Prenatal through Early Childhood  
Child Development & Psychology II - Preschool through Elementary  
Child Psychology 101  
Childbirth Education and Preparation- Magic of Motherhood Method  
Climate Change  
Clutter Control 101  
CNC Machining Center Programming  
CNC Machining Center Setup and Operation  
CNC Turning Center Programming  
CNC Turning Center Setup and Operation  
Coding Gastroenterology Workshop  
College Admissions 101  
Computer Basics 101  
Computerized Accounting with QuickBooks  
Concierge 101: How to Run a Personal Service Business  
Conflict Resolution 101  
Contract Law 1 (Introduction)  
Contract Law 101  
Contract Law 2 (The Meaning Behind the Words, Phrases and Sentences)  
Contract Law 3 (When Contracts are Not Contracts)  
Cooking and Baking 101  
Cooking for the Beginner  
Corrective Farriery Concepts  
Cosmetology Careers: What You Need To Know  
Cosmology 101

Business Management 101  
Business Math 101  
Business Writing Basics  
Crime Scene Investigation 101  
Criminal Profiling  
Criminology Basics  
Cryptozoology 101  
Crystal Therapy  
Culinary Recipes  
Customer Relationship Management 101  
Customer Service 101  
Dealing With Difficult People  
Death Investigations 101  
Defensive Teaching - They Don't Teach This Course in College!  
Depression Management  
Desktop Publishing with Word - Beginners  
Desserts Delicious Desserts  
Dictionary/Thesaurus Skills  
Digital Photography 101  
Diversity Training 101  
Dog & Cat First Aid, Care & Maintenance  
Dog Grooming 101  
Dog Training 101: A Beginner's Guide  
Dog Training All-In-One: Beginner to Advanced Techniques  
Domestic Violence 101  
Drawing for Beginners  
Dream Interpretation 101  
Dream Interpreting  
Dreamweaver 101  
Early Childhood Development  
Economics 101  
Economics 201  
Economics: Complete Edition  
Edible Landscaping  
Educating and Understanding the Exceptional Child  
Effective Communication 101  
Effective Presentations  
Electronics 101  
Elementary Art-Teaching It  
Eleven Best Kept Secrets To Buying Real Estate  
Eleven Key Principles for Good Health  
Emotional and Behavioral Disorders 101  
Employment Law Fundamentals 101

Counseling Psychology 101  
Creating an Effective Sales Team  
Creating the Life You Want with Self Hypnosis  
Creative Writing 101  
Creative Writing Workshop  
Credit Card Management  
Credit Report and Repair  
ESL Basic Writing Skills  
Essay Writing 101  
Estate Planning  
Etiquette 101  
Event Planning 101  
Event Planning: Professionals and Novices  
Everything You Wanted to Know About Book Reviews  
Evidence Law 101  
Excel 2007  
Exploring Impressionism  
Face Reading (Physiognomy)  
Family Safety  
Famous Americans  
Feng Shui 101  
Figure Drawing  
Film Appreciation 101  
Financing Your Business  
Finding Your Animal Teachers  
Finding Your Psychic Niche  
Flower Essences 101  
Freelance Writing 101  
French 101- How to Speak French (with Audio)  
Freshwater Fishing 101  
Fundraising 101  
Garden With A Child  
Gardening Basics  
GED Preparation  
GED Preparation for the Essay  
GED Preparation for the Language Arts, Writing, Part 1  
GED Preparation for the Math Exam  
GED Preparation for the Science Exam  
GED Preparation for the Social Studies Exam  
Genealogical Research  
Genealogy 101  
Geography 101  
Geology 101

Energy Healing  
English Composition 101  
Enhance Your Everyday Vocabulary  
Equine Business Management  
Equine Coat Color Genetics  
ESL Basic Grammar  
ESL Basic Grammar and Writing  
Haunted Places 101  
Healing The Natural Way  
Healthy Nails  
Herbalist 101  
Herbs and Supplements For Health  
Historical Research  
History of Philosophy  
History of Terrorism 101  
History of the Universe  
Holistic Herbal Remedies For Children  
Holistic Living  
Home Business  
Home Inspection 101  
Homeopathy 101  
Horseback Riding 101  
Horseshoeing Basics: An Overview  
Hotel Management 101  
How To Be Your Own Private Investigator  
How To Become A Mediator: Basic Mediation Training  
How to Coach Little League Baseball  
How To Coach Youth Basketball  
How To Create a Drug-Free Workplace  
How to Create Web Pages  
How to Improve Your Concentration  
How to Improve Your Memory  
How To Make Beautiful Ukrainian Eggs  
How to Make Chinese Dumplings: Cultural and Cooking Process  
How to Manicure  
How To Paint Landscape/Seascape  
How to Persuade  
How to Plan and Implement a Community Festival  
How to Prepare, Stage and Sell Your Home  
How To Quit Smoking  
How To Solve Basic Word Problems  
How to Start and Run a Daycare Service  
How to Take an Online Course at UniversalClass

Geometry 101: Beginner to Intermediate Level  
Getting the Job You Want  
Global Warming  
Graphics Design With Paint Shop Pro X  
Greek Mythology  
Gregg Shorthand 101 (Centennial Version)  
Guerrilla Job Search in 30 Days or Less  
Guitar: Learn to Play  
Guitar: Learn to Play Part 2  
Hair Extensions Braid Fusion, Weaving, Interlocking, and Tree Braids  
Handwriting Analysis Basics  
Interior Decorating Made Easy  
Intermediate and Advanced Spiritual Counseling  
International Cooking and Recipes  
International Culinary Recipes  
Internet Fundamentals 101  
Internet Marketing Basics  
Interview Skills 101  
Introduction to Australian Archaeology Part 1  
Introduction to Autism Spectrum Disorders  
Introduction to Cell Biology  
Introduction to Counseling  
Introduction to Dowsing - A Better Way of Life  
Introduction to Gardening  
Introduction to Medical Billing  
Introduction to Medical Coding  
Introduction to Meteorology  
Introduction to MS Excel  
Introduction to Paganism  
Introduction to Physical Geography  
Introduction to QuickBooks Bookkeeping  
Introduction to Special Education  
Introduction to the Law of Insurance  
Introduction to the Psychology of Learning  
Intuitive Development  
Investing 101: Stocks, Bonds, and Mutual Funds  
Investing 201: Intro to Commodity, Options, and Futures Markets  
Italian Cooking 101  
Journaling and Memoir Writing 101  
Kinesics 101 - Learn to Read Body Language  
Kitchen Sanitation 101  
Knitting Basics  
Landlord 101: Managing Rental Properties  
How to Teach Reading Fundamentals  
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  
Human Resources Management 101  
Human Rights Law in Perspectives  
Humanistic Psychology  
Humor Writing 101  
ICD-9-CM - Coding the Neoplasm for Oncology  
ICD-9-CM Coding Workshop  
Mail Merging With Word  
Managerial Accounting 101  
Marketing  
Marketing Outreach  
Massage 101  
Massage and Reflexology  
Master Nail Technician  
Math All-In-One (Arithmetic, Algebra, & Geometry Review)  
Math Review 101  
Mediation 101  
Medical Terminology 101  
Medical Terminology 201  
Medical Transcription 101  
Meditation 101  
Memory and Concentration Techniques  
Metaphysics 101  
Meteorology Fundamentals  
Microbiology 101  
Microsoft Project 2007  
Microsoft Publisher 2007  
Modernism Art History (1850-1940)  
Mortgage Broker 101  
Motivational and Public Speaking 101  
MS Office 2003: Word, Excel, PowerPoint  
MS Office 2007: Word, Excel, PowerPoint and Outlook  
MS Publisher  
MS Word 2003  
MS Word 2007  
Mystery Writing 101  
Negotiation Skills  
New Age Movement: Beliefs in Spiritual Forces  
New Age Movement: Christian Comparison

Landscaping 101  
Leadership and Supervision 101  
Learning Disabilities  
Learning Disabilities: What You Need to Know  
Learning to Love Yourself  
Legal Secretary 101  
Legal Terminology 101  
Life Coaching 101  
Lifetime Wellness 101  
Listening Skills 101  
Living Abroad - Cross-Cultural Communication and Culture Shock  
Living With Depression  
Living With Illness  
Loan Processing 101  
Magick Basics  
One Stroke Painting of Birthday Flowers  
One Stroke Painting of Brush Lettering  
One Stroke Painting of Floral Bouquets  
One Stroke Painting of Fruits and Veggies  
One Stroke Painting of Gorgeous Flowers and Ribbons with Angle and Filbert Brushes  
One Stroke Painting of Scruffy Brush Designs  
One Stroke Painting of Seasonal Flowers  
One Stroke Painting of Vibrant Flowers, Fall Leaves, and more  
One Stroke Painting on Glass, Mugs, and more  
Online Business Success: How to Start and Profit From an Online Business  
Organizational Psychology 101  
Organize for Safety at Home  
Outlook 2007  
Paid To Shop and More  
Paralegal Studies 101  
Parametric Programming For CNC Machining & Turning Centers  
Paranormal Investigation 101  
Paranormal Investigation 201  
Paranormal Investigations: Complete Edition  
Parent Advocacy in Special Education: Strategies, Supports and Quality Control  
Parenting The Normal Teen  
Party Planning 101  
Payroll Management 101  
Perinatal Loss Workshop- Losing a Child in Pregnancy or the 1st year  
Personal Computers Level 1  
Personal Protective Equipment  
Pet Sitting & Dog Walking Business 101  
Phlebotomy Made Easy

New Age Movement: Healing and Wisdom  
New Age Movement: Historical Perspective  
New Age Movement: Spiritual Enlightenment  
New Age Movement: The New World Order and Symbolism  
Nonfiction Writing 101  
Novel Writing 101  
Numerology 101  
Nurse Aide Training  
Nursing Assistant Overview  
Nutrition 101  
One Stroke Painting - The Basics  
One Stroke Painting - The Basics II  
One Stroke Painting for the Holidays  
One Stroke Painting of Animals, Birds, Bugs, and more  
One Stroke Painting of Beautiful Roses  
Property Management  
Psychic Medium Training  
Psychic Powers 101  
Psychology 101  
Public Relations 101  
Punctuation and Grammar 101  
Quicken Deluxe 2010  
Reading Tea Leaves for Fun and Profit  
Real Estate - the Road to Riches  
Reflexology Basics  
Reiki 1st and 2nd Degree  
Reiki 1st Degree  
Reiki 2nd Degree  
Reiki Attunements  
Reiki Essentials  
Reiki Hand Placements  
Relationship Management I- Becoming a Family  
Research Quality: Handling Investigational Drug Products  
Research Quality: Protecting Research Subjects  
Restaurant Management 101  
Resume Writing 101  
Retail Business 101  
Retirement Planning  
Right Production, Wrong Budget: Intro to Film  
Romance Writing 101  
Running Basics  
Sales Management  
Save \$\$\$ Selling Your Home Without An Agent

Phobias: Everything You Need To Know  
Photography Basics  
Photoshop Elements 101  
Physical Geography - Landscape Appreciation Part 1  
Physical Geography - Landscape Appreciation Part 2  
Physics 201: Intermediate to Advanced Concepts  
Pie Baking 101  
Poetry 101: The Way We Word  
Poetry Writing 101  
Poetry Writing Basics  
PowerPoint 2003  
PowerPoint 2007  
Pre Algebra 101  
Prebirth Bonding and Early Learning  
Prenatal Care  
Preserving and Canning Basics  
Professional Organizer Training  
Project Management 101  
Proofreading and Copyediting 101  
Special Education: Foundations, Behavior, Curriculum, Instruction, and Evaluation  
Special Events Planning 101  
Speed Reading 101  
Spelling 101  
Spiritual Counseling 101  
Spiritual Counseling for Beginners  
Statistics 101  
Steps to Classroom Control  
Stop Smoking Now  
Stress Management 101  
Stress: A Self-Help Guide  
Surviving College Composition 101  
Surviving Infidelity  
Taekwondo Basics  
Tarot Cards 101  
Teach Library Skills 2  
Teaching Reiki  
Team Management 101  
Telephone Skills and Quality Customer Service  
Tex Mex Cooking 101  
The End of the Church Age?  
The Gulf War  
The Napoleonic Legacy  
The Runes

Scenic Scenes Painting Course  
Scrapbooking 101  
Screenwriting 101  
Self Hypnosis 101: Reshaping Your Reality  
Sexual Harassment Compliance  
Sifting Sensibly: The Thinking Man's Guide to Biblical Faith  
Small Business Guide  
Small Handmade Books  
So You Want to Become a Vegetarian?  
Soap Making 101  
Social and Emotional Learning  
Social Psychology  
Sociology 101  
Solution Focused Parenting with Difficult Teens  
Spanish 101 - How to Speak Spanish (with audio)  
Spanish Cooking 101  
Spanish for Travelers: A Beginner's Guide  
Special Ed: Effective and Significant Approaches  
Special Education 101: Foundations, Purpose, & Challenges  
Wedding Business How to on a Budget  
Wedding Crafts and Projects  
Wedding Planning 101  
Wedding Planning as a Career  
Wedding Planning Basics  
Weight Loss 101  
Weight Training 101  
Wellness Coaching 101  
Whatever Became of Jesus' Apostles?  
Wicca 101  
Wicca Witchcraft & Magick: The Essentials  
Wildlife Rehabilitation for Beginners  
Windows 7  
Work From Home-Learn How To Telecommute  
Workers' Compensation 101  
Working with Your Animal Allies, Teachers and Totems  
Workplace Safety 101  
World Religions 101  
World War I  
World War I and II  
World War II  
Writing Basics 101: Spelling, Grammar, Punctuation, Writing Structures  
Writing Effective Persuasion 101  
Writing for Academic Purposes

Theories of Child Development  
Therapeutic Bathing 101  
Time Management 101  
Timeshare Basics  
Timeshare Sales Professional [CTSP]- I  
Travel Agent 101  
Travel Writing 101  
Trick Horse Training  
Typing and Keyboarding 101  
UFO Studies  
Understanding Anorexia  
Understanding Developmental Disorders in Children  
Understanding Finances, What I wished I knew at 20 rather than 64!  
Understanding Parapsychology and the Paranormal  
Unhealthy Male-Female Relationships  
Unit Studies 101  
Vietnam War  
Violence and Children  
Virtual Assistant 101  
Virus and Spyware Removal  
Vocabulary Building  
Waiter and Waitress Training 101  
Web Design with Dreamweaver

Writing Improvement 101  
Writing the Great American Short Story  
Yoga 101