St. Johnsbury Academy Adult Education

FUNDAMENTALS ONLINE COURSES

COMPLETE YOUR COURSES ANYTIME ANYWHERE!

Our fundamentals online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

| Instructor-Facilitated | 6-week format | Flexible Pace | Affordable | Student Friendly | Effective |

St. Johnsbury Academy Adult Education

For more information or to enroll:
(802) 748-7738
www.ed2go.com/stjacademy
Welcome

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:
New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

www.ed2go.com/stjacademy

POPULAR ONLINE COURSES

<table>
<thead>
<tr>
<th>Accounting Fundamentals</th>
<th>Effective Business Writing</th>
<th>Creating WordPress Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.</td>
<td>Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.</td>
<td>Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.</td>
</tr>
<tr>
<td>Introduction to SQL</td>
<td>A to Z Grant Writing</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>Gain a solid working knowledge of the most powerful and widely used database programming language.</td>
<td>Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.</td>
<td>Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.</td>
</tr>
<tr>
<td>Project Management Fundamentals</td>
<td>Introduction to Microsoft Excel</td>
<td>SAT/ACT Prep Course</td>
</tr>
<tr>
<td>Gain the skills you'll need to succeed in the fast-growing field of project management.</td>
<td>Become proficient in using Microsoft Excel and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.</td>
<td>Master the reading, writing, English, and science questions on the ACT and new SAT.</td>
</tr>
<tr>
<td>Speed Spanish</td>
<td>Computer Skills for the Workplace</td>
<td>Explore a Career in Medical Coding</td>
</tr>
<tr>
<td>Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.</td>
<td>Gain a working knowledge of the computer skills you'll need to succeed in today's job market.</td>
<td>Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.</td>
</tr>
<tr>
<td>Grammar Refresher</td>
<td>Intermediate Microsoft Excel</td>
<td>Medical Terminology: A Word Association Approach</td>
</tr>
<tr>
<td>Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.</td>
<td>Take your Microsoft Excel skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.</td>
<td>Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.</td>
</tr>
</tbody>
</table>

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Instructor-Facilitated 6-week format Flexible Pace Affordable Student Friendly Effective

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Adobe Online Course Value Suite

Each course within the Value Suite will introduce you to the features and functionality of Adobe’s latest creative software.

**Introduction to InDesign CS6**
Learn how to use Adobe InDesign CS6 to design professional-quality letterheads, brochures, eBooks, and more.

**Introduction to Illustrator CS6**
Learn to design and draw vector art, work with shape gradients, and manipulate color images.

**Introduction to Photoshop CS6**
Learn how to use Photoshop CS6 to edit photos and create original images.

Enroll Today and Save!  [www.ed2go.com/stjacademy](http://www.ed2go.com/stjacademy)
ONLINE SHORT COURSES

BUSINESS

Instructor-Facilitated        6-week format        Flexible Pace        Affordable        Student Friendly        Effective

A to Z Grant Writing
A to Z Grant Writing II -Beyond the Basics
Accounting Fundamentals
Accounting Fundamentals II
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications
Administrative Assistant Fundamentals
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant
Building Teams That Work
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Computer Skills for the Workplace
Creating a Successful Business Plan
Distribution and Logistics Management
Effective Business Writing
Effective Selling
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Get Assertive!
Get Grants!
Growing Plants for Fun and Profit
High Performance Organization
High Speed Project Management
Individual Excellence
Interpersonal Communication
Introduction to Business Analysis
Introduction to Google Analytics
Introduction to Nonprofit Management
Introduction to Stock Options
Keys to Effective Communication
Keys to Successful Money Management
Leadership
Learn to Buy and Sell on eBay
Listen to Your Heart, and Success Will Follow
Managing Customer Service
Marketing Your Business on the Internet
Marketing Your Nonprofit
Mastering Public Speaking
Mastery of Business Fundamentals
Nonprofit Fundraising Essentials
Personal Finance
Professional Sales Skills
Project Management Applications
Project Management Fundamentals
Project Management Fundamentals II
Purchasing Fundamentals
Pursuing Professional Development
Real Estate Investing
Resume Writing Workshop
Six Sigma: Total Quality Applications
Skills for Making Great Decisions
Small Business Marketing on a Shoestring
Start and Operate Your Own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Edible Garden
Start Your Own Gift Basket Business
Start Your Own Online Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Stocks, Bonds, and Investing: Oh, My!
Supply Chain Management Fundamentals
Talent and Performance Management
The Analysis and Valuation of Stocks
Total Quality Fundamentals
Twelve Steps to a Successful Job Search
Understanding the Human Resources Function
Using Social Media in Business
Where Does All My Money Go?
Writing Effective Grant Proposals
Advanced Microsoft Excel 2007
Advanced Microsoft Excel 2010

PMP Certification Prep 1
Begin a well-paying career as a project manager by preparing to take—and pass—the PMP® certification exam.

PMP Certification Prep 2
Prepare to take—and pass—the Project Management Institute’s PMP® certification exam.

High Speed Project Management
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Project Management Applications
Experienced project manager teaches you tricks of the project management trade.

Visit our website to learn more!

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ONLINE SHORT COURSES

COMPUTER APPLICATIONS

Advanced Microsoft Excel 2013
Advanced Microsoft Excel 2016
Intermediate Microsoft Access 2010
Intermediate Microsoft Access 2013
Intermediate Microsoft Access 2016
Intermediate Microsoft Excel 2007
Intermediate Microsoft Excel 2010
Intermediate Microsoft Excel 2013
Intermediate Microsoft Excel 2016
Intermediate Microsoft Word 2007
Intermediate Microsoft Word 2010
Intermediate Microsoft Word 2013
Intermediate Microsoft Word 2016
Intermediate Oracle
Intermediate QuickBooks 2013
Intermediate QuickBooks 2014
Intermediate QuickBooks 2015
Intermediate QuickBooks 2016
Introduction to Adobe Acrobat X
Introduction to Crystal Reports
Introduction to Microsoft Access 2010
Introduction to Microsoft Access 2013
Introduction to Microsoft Access 2016
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Introduction to Microsoft Excel 2013
Introduction to Microsoft Excel 2016
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Outlook 2013
Introduction to Microsoft PowerPoint 2010
Introduction to Microsoft PowerPoint 2013
Introduction to Microsoft PowerPoint 2016
Introduction to Microsoft Project 2010
Introduction to Microsoft Project 2013
Introduction to Microsoft Project 2016
Introduction to Microsoft Publisher 2010
Introduction to Microsoft Publisher 2013
Introduction to Microsoft Word 2007
Introduction to Microsoft Word 2010
Introduction to Microsoft Word 2013
Introduction to Microsoft Word 2016
Introduction to Oracle
Introduction to PC Troubleshooting
Introduction to QuickBooks 2013
Introduction to QuickBooks 2014
Introduction to QuickBooks 2015
Introduction to QuickBooks 2016
Introduction to QuickBooks Online
Introduction to Windows 10
Keyboarding
Microsoft Excel - Pivot Tables
Performing Payroll in QuickBooks 2013
Performing Payroll in QuickBooks 2014
Performing Payroll in QuickBooks 2015
QuickBooks 2013 for Contractors
QuickBooks 2015 for Contractors
QuickBooks for Contractors 2014
What’s New in Microsoft Office 2013

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

There’s Still Time to Enroll: www.ed2go.com/stjacademy

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ONLINE SHORT COURSES

COMPUTER PROGRAMMING

- Advanced CSS3 and HTML5
- Advanced Web Pages
- Blogging and Podcasting for Beginners
- Creating Mobile Apps with HTML5
- Creating Web Pages
- Intermediate C# Programming
- Intermediate CSS3 and HTML5
- Intermediate Java Programming
- Intermediate PHP and MySQL
- Intermediate SQL
- Intermediate Visual Basic
- Introduction to ASP.NET
- Introduction to C# Programming
- Introduction to C++ Programming
- Introduction to CSS3 and HTML5
- Introduction to Database Development
- Introduction to Java Programming
- Introduction to JavaScript
- Introduction to PHP and MySQL
- Introduction to Programming
- Introduction to Python 2.5 Programming
- Introduction to Python 3 Programming
- Introduction to SQL
- Introduction to Visual Basic
- Introduction to XML
- Mac, iPhone, and iPad Programming
- Responsive Web Design

CONSTRUCTION AND TRADES

- Manufacturing Applications
- Manufacturing Fundamentals

Web Design Value Suite

This series of courses take you through the art of building web pages to coding in JavaScript, CSS3 and HTML5. You’ll learn to plan content and structure including formatting text, building links, adding color, including graphics and tables, and developing areas of interactivity.

Creating Web Pages

If you’ve always wanted to learn how to create your own website, this course is for you! Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. Learn about the capabilities of the web and the fundamentals of web design.

Introduction to CSS3 and HTML5

In this course, you will learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques! Take your existing HTML skills to the next level and start building sites like the pros.

Introduction to JavaScript

This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Enroll or view all our online courses at: www.ed2go.com/stjacademy

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ONLINE SHORT COURSES

HEALTH AND FITNESS

Become a Physical Therapy Aide
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Become an Optical Assistant
Certificate in Brain Health
Certificate in Complementary and Integrative Health
Certificate in End of Life Care
Certificate in Energy Medicine
Certificate in Food, Nutrition, and Health
Certificate in Gerontology
Certificate in Global Healing Systems
Certificate in Healing Environments for Body, Mind, and Spirit
Certificate in Healthy Aging
Certificate in Holistic and Integrative Health
Certificate in Holistic and Integrative Health: Foundations 1
Certificate in Holistic and Integrative Health: Foundations 2
Certificate in Holistic and Integrative Health: Foundations 3
Certificate in Infectious Diseases and Infection Control
Certificate in Integrative Mental Health
Certificate in Legal and Ethical Issues in Healthcare
Certificate in Meditation
Certificate in Mindfulness
Certificate in Music Therapy and Sound Healing
Certificate in Nutrition, Chronic Disease, and Health Promotion
Certificate in Pain Assessment and Management
Certificate in Perinatal Issues
Certificate in Spirituality, Health, and Healing
Certificate in Starting Your Own Business in Health and Healing
Certificate in Stress Management
Certificate in Violence Prevention and Awareness
Certificate in Womens Health Issues
Explore a Career as a Pharmacy Technician
Explore a Career as an Administrative Medical Assistant
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Explore a Career in Medical Writing
Explore a Career in Nursing
Genealogy Basics
Handling Medical Emergencies
Happy and Healthy Pregnancy
Helping Elderly Parents
HIPAA Compliance
Introduction to Natural Health and Healing
Lose Weight and Keep It Off
Luscious, Low-Fat, Lightning-Quick Meals
Marriage and Relationships: Keys to Success
Medical Math
Medical Terminology II: A Focus on Human Disease
Medical Terminology: A Word Association Approach
Spanish for Medical Professionals
Spanish for Medical Professionals II

Explore a Career in Healthcare ONLINE COURSE SUITE

If you're considering a career in healthcare, this group of online courses will introduce you to three different opportunities within the industry.

Explore a Career in Medical Coding
Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career as an Administrative Medical Assistant
Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

Explore a Career in Medical Transcription
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

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ONLINE SHORT COURSES

HOSPITALITY
Secrets of the Caterer
Start a Pet Sitting Business
Wow, What a Great Event!

INFORMATION TECHNOLOGY
Advanced PC Security
CompTIA Security+ Certification Prep 1
CompTIA Security+ Certification Prep 2
Intermediate Networking
Introduction to Networking
Introduction to PC Security
Understanding the Cloud
Wireless Networking

LANGUAGE
Beginning Conversational French
Content-Based Instruction for Language Learners
Conversational Japanese
Discover Sign Language
Easy English 1
Easy English 2
Easy English 3
Get Funny!
Grammar for ESL
Instant Italian
Making the Most of Learner Dictionaries (American Edition)
Making the Most of Learner Dictionaries (British Edition)
Spanish for Law Enforcement
Spanish for Medical Professionals
Spanish in the Classroom
Speed Spanish
Speed Spanish II
Speed Spanish III

LEGAL
Employment Law Fundamentals
Explore a Career as a Paralegal
Introduction to Criminal Law
Legal Nurse Consulting
Real Estate Law
Workers’ Compensation

MATH AND SCIENCE
Human Anatomy and Physiology
Human Anatomy and Physiology II
Introduction to Algebra
Introduction to Biology
Introduction to Chemistry
Introduction to Statistics
Math Refresher

Introduction to Statistics
Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in Spanish in no time.

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Suites and Series Bundles

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new.

SUITE BUNDLES

Accounting with Excel Suite  Health and Well-Being Bundle  Presentation Skills Suite
Administrative Assistant Suite  Health Care Entrepreneurship Bundle  Project Management Suite
Adobe Value Suite  Healthy Living Suite  Reading Strategies Suite
Aging and Health Bundle  Healthy Relationships Suite  Real Estate Suite
Animal Lover Suite  Leadership Suite  Sales Training Suite
Basic Computer Skills Suite  Medical Office Basics Suite  Self-Improvement Suite
Computer Networking Suite  Microsoft Office 2016 Value Suite  Small Business Suite
Creative Writing Value Suite  Mind-Body Therapies Bundle  Soft Skills Suite
Digital Marketing Suite  New Career Suite  Stock Trading Suite
Easy English Bundle  New Manager Suite  Supply Chain Suite
Entrepreneurship Suite  Nonprofit Management and Grant Writing Suite  Web Design Value Suite
Event Planning Suite  Nonprofit Suite  Women’s Health Bundle
Explore a Career in Healthcare Suite  Nutrition and Health Bundle  Workplace Law Essentials Value Suite
Financial Analyst Suite  Pain Management and End of Life Bundle  Writing and Editing Value Suite
Global Health and Healing Bundle  Photography Suite
Grant Writing Suite

SERIES BUNDLES

A to Z Grant Writing Series  Medical Spanish Series  QuickBooks 2016 Series
Accounting Fundamentals Series  Medical Terminology Series  QuickBooks 2017 Series
C# Programming Series  Microsoft Access 2016 Series  SAT/ACT Prep Series
Creating WordPress Websites Series  Microsoft Excel 2016 Series  Speed Spanish Series
Educator’s Fundamentals Series  Microsoft Word 2016 Series  SQL Series
Grammar Refresher Series  Oracle Series  Supervision and Management Series
GRE Prep Series  PHP and MySQL Series  Teaching ESL Series
HTML and CSS Series  Project Management Fundamentals Series  Veterinary Assistant Series
Human Physiology Series  Project Management Professional (PMP)  Visual Basic Series
Java Programming Series  Prep Series

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ONLINE SHORT COURSES

TEACHER PROFESSIONAL DEVELOPMENT

An Introduction to Corpora in English Language Teaching
An Introduction to Language Assessment in the K-12 Classroom
An Introduction to Task-based Teaching
An Introduction to Teaching English to Young Learners
An Introduction to Teaching ESL/EFL Assessing Language Ability in Young Adults and Adults
Common Core Standards for English Language Arts K-5
Communicative Teaching for the ESL/EFL Classroom
Content Literacy: Grades 6-12
Creating a Classroom Website
Creating Classroom Centers
Creating the Inclusive Classroom: Strategies for Success
Developing ESL/EFL Listening Comprehension
Differentiated Instruction in the Classroom
Differentiating K-12 Assessments
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Homeschool With Success
Integrating Technology in the Classroom

Language Learning Technologies for K-12 Teachers
Merrill Ream Speed Reading
Microsoft PowerPoint 2013 in the Classroom
Practical Ideas for the Adult ESL/EFL Classroom
Ready, Set, Read!
Response to Intervention: Reading Strategies That Work
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Singapore Math Strategies: Model Drawing for Grades 1-6
Singapore Math: Number Sense and Computational Strategies
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Spanish in the Classroom
Survival Kit for New Teachers
Teaching Adult Learners
Teaching High School Students
Teaching Lexically
Teaching Math: Grades 4-6
Teaching Preschool: A Year of Inspiring Lessons
Teaching Science: Grades 4-6
Teaching Smarter With SMART Boards
Teaching Students With ADHD

TEST PREP

Advanced CompTIA A+ Certification Prep
Basic CompTIA A+ Certification Prep
CompTIA Network+ Certification Prep
GMAT Preparation
GRE Preparation - Part 1 (Verbal and Analytical)
GRE Preparation - Part 2 (Quantitative)
Intermediate CompTIA A+ Certification Prep
LPI Linux Essentials Exam Prep
LSAT Preparation - Part 1
LSAT Preparation - Part 2
Praxis Core Preparation
Prepare for the GED Math Test
Prepare for the GED Test
Project Management Professional (PMP) Prep I
Project Management Professional (PMP) Prep II
SAT/ACT Prep Course - Part 1
SAT/ACT Prep Course - Part 2

Teaching Students With Autism: Strategies for Success
Teaching Students With Learning Disabilities
Teaching Writing: Grades 4-6
Teaching Writing: Grades K-3
The Creative Classroom
The Differentiated Instruction and Response to Intervention Connection
Understanding Adolescents
Using the Internet in the Classroom

WRITING

Advanced Fiction Writing
Beginner’s Guide to Getting Published
Beginning Writer’s Workshop
Fundamentals of Technical Writing
Grammar Refresher
Grammar Refresher II
How to Make Money From Your Writing
Introduction to Internet Writing Markets
Introduction to Journaling
Introduction to Screenwriting
Mystery Writing
Publish and Sell Your E-Books
Research Methods for Writers
Romance Writing
The Craft of Magazine Writing
The Keys to Effective Editing
Travel Writing
Write and Publish Your Nonfiction Book
Write Effective Web Content
Write Fiction Like a Pro
Write Your Life Story
Writerific: Creativity Training for Writers
Writing Essentials
Writing for Children
Writing for ESL
Writing the Fantasy Novel
Writing Young Adult Fiction

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ONLINE COURSE CATALOG

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