COMCOMPLETE 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

Valley Regional Adult Education

For more information or to enroll:
(203) 924-6651
www.ed2go.com/vrae
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/vrae

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Visit our website for more courses and view start dates for the courses that interest you!

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## ONLINE COURSE CATEGORY

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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/vrae](http://www.ed2go.com/vrae)
ONLINE SHORT COURSES

Valley Regional Adult Education

BUSINESS

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 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
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

PROJECT MANAGEMENT COURSES

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! www.ed2go.com/vrae
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 2015
Introduction to Microsoft Excel 2016
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Outlook 2013
Introduction to Microsoft Outlook 2014
Introduction to Microsoft Outlook 2015
Introduction to Microsoft Outlook 2016
Introduction to Microsoft PowerPoint 2010
Introduction to Microsoft PowerPoint 2013
Introduction to Microsoft PowerPoint 2016
Introduction to Microsoft Publisher 2010
Introduction to Microsoft Publisher 2013
Introduction to Microsoft Publisher 2016
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 2017
Introduction to QuickBooks Online
Introduction to Windows 10
Introduction to Windows 8
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 Microsoft Office in Six Weeks From Home!

Intro to Microsoft Word 2016
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

Intro to Microsoft Excel 2016
Learn to use basic, intermediate, and advanced features of Microsoft Excel.

Intro to Microsoft PowerPoint 2016
Learn how to use Microsoft PowerPoint 2016 (now available through Office 365) to create professional-looking presentations using slide and layout masters that make global changes in a snap.

Intro to Microsoft Access 2016
Learn to build, edit, and maintain a database in Microsoft Access 2016, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information.

Intro to Microsoft Outlook 2016
Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

Intro to Windows 10
Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

Visit our Website to find more courses!

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

For more information or to enroll: www.ed2go.com/vrae
ONLINE SHORT COURSES

Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

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

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/vrae

For more information or to enroll: www.ed2go.com/vrae
## HEALTH AND FITNESS

|-----------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|  |

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.

For more information or to enroll: [www.ed2go.com/vrae](http://www.ed2go.com/vrae)
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in Spanish in no time.

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

INTRODUCTION TO NETWORKING
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

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

MATH AND SCIENCE

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.

There’s Still Time to Enroll: www.ed2go.com/vrae
ONLINE SHORT COURSES

Suites and Series Bundles

- 6 Week Format
- 24-Hour Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

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

SERIES BUNDLES

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

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

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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

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

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 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

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

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