

Universal Class Course Listing 2021

Course Title	CEU Credit
ABCs of Algebra	2.2
ABCs of English Grammar	1.5
ABCs of Technical Writing	0.9
Abnormal Psychology 101	0.6
Accounting & Bookkeeping 101 for Everyone	3.2
Accounts Payable Management	0.7
Accounts Receivable Management	0.5
Acrylic Painting 101	1.4
Administrative Assistant 101	0.8
Adobe Acrobat 101	0.4
Adobe After Effects	1.2
Adobe Captivate	0.6
Adobe Edge Animate CC	0.7
Adobe Fireworks 101	0.8
Adobe Illustrator 101	1.3
Adobe InDesign 101	0.8
Adobe Lightroom 101	0.8
Adobe Muse 101	0.5
Adobe Photoshop 101	1.2
Adobe Photoshop CS4	1.2
Adobe Premiere 101	0.8
Advanced Dog Training	0.7
Advanced Excel 2013	1.4
Advanced Excel 2016	1.7
Advanced Excel 2019	1.6
Advertising, Marketing and Sales Writing	1.2
Advocacy for Elderly Patients	0.6
Aging and Long Term Care 101	0.5
Algebra 101: Beginner to Intermediate Level	2.5
All About Herbs	0.5
Alzheimer's Disease 101	0.7
American Civil War	1.6
American Government	1.6
American Heroes and Villains	0.8
American History Review	1.3
American Literature Review	0.7
American Revolutionary War	0.8
Anatomy and Physiology 101	2.1
Ancient Civilizations 101	1
Angel Healing	0.5
Angels 101: History, Religion, Spiritualism and You	0.6
Anger Management 101	0.5
Anti Aging Techniques	0.5
Anxiety Therapy 101	0.5

Applied Statistics 101	2.1
Aquariums for Fish	0.2
Aromatherapy (Intermediate to Advanced)	0.8
Aromatherapy 101	0.9
Assertiveness Training	0.8
Asthma 101	0.4
Astronomy 101	0.7
Attention Deficit Disorders: ADD and ADHD	0.7
Auras: Viewing, Identifying, and Understanding	0.5
Autism 101	1
Autism Spectrum Disorders for Teachers	0.9
Babysitting 101	0.3
Bartending and Mixology 101	0.3
Basic English Speaking Skills	3.5
Basic Math 101	1.7
Basic Parenting 101	0.5
Basic Research Skills	0.5
Become a Reiki Master	0.5
Beginner's Guide to Wine	0.7
Behavior Management 101	0.8
Bible Stories	0.9
Biology 101	3.5
Bird Watching 101: Food, Feeders and Behavior	0.5
Bread Baking 101	0.5
Buddhism 101	0.8
Building Children's Reading Skills	0.5
Building Self Esteem	0.3
Building Self-Esteem in Children	0.5
Bullying in Elementary School	0.6
Business Administration 101	1.1
Business Analysis	0.7
Business Branding 101	0.6
Business Budgeting 101: How to Plan, Save, and Manage	0.4
Business Coaching	0.5
Business Consulting 101	1.1
Business Credit 101	0.3
Business Ethics	0.8
Business Etiquette	0.5
Business Management	0.9
Business Math 101	1.2
Business Professionalism	0.5
Business Writing	1.9
Butterflies	0.4
Butterfly Gardens	0.3
Buying and Selling Antiques and Collectibles	0.7
Cake Decorating 101	1.4
Call Center Customer Service	0.6

Call Center Management	0.6
Candle Making 101	1.4
Canoeing 101	0.3
Card Games Basics	0.2
Career Coaching	1.4
Careers in Healthcare	0.2
Caring for Seniors	0.7
Cat Care and Training 101	0.3
Catering 101	0.5
Celtic Mythology 101	0.5
Chakra Clearing	0.6
Chakra Meditation 101	0.6
Chakras 101	0.4
Chemistry 101	2
Child Abuse Recognition, Investigation, and Protection	1.2
Child Psychology 101	0.7
Childhood Obesity	0.3
Children's Birthday Parties 101	0.5
Chinese Culture Studies 101	0.6
Christianity 101: An Introduction	0.8
Clutter Control 101	0.7
Collaboration Skills	0.7
Communication with Diplomacy and Tact	0.5
Community Development 101	0.8
Comprehensive Medical Terminology 1 & 2	3.3
Computer Literacy Level 1 - Computer Basics	0.7
Computer Literacy Level 2 - Internet Basics	0.6
Concierge 101: How to Run a Personal Service Business	1.1
Concussions 101	0.7
Confidence Building	0.6
Conflict Resolution 101	0.7
Constructive Feedback and Criticism	0.5
Contract Law 101- An introduction	1
Cooking and Baking 101	1.1
Cosmology 101	0.8
Counseling Psychology 101	0.9
Couponsing 101	0.3
CPT Coding for Beginners	2
Creating an Effective Sales Team	0.7
Creating and Managing a Non-Profit Organization	0.5
Creating WordPress Websites	0.6
Creative Thinking	0.5
Creative Writing 101	1.9
Creative Writing for Beginners	1.4
Creative Writing Workshop	1.4
Criminology Basics	0.3
Crisis Management 101	0.8

Critical Thinking	0.5
Cross-Cultural Communication	0.7
Cryptozoology 101	0.6
Crystal Reports	1
Customer Relationship Management	0.9
Customer Service 101	1.5
Cybersecurity 101	0.6
Dealing With Difficult People	0.7
Debt Reduction	0.6
Decision Making Skills	0.8
Delegation Skills	0.6
Depression Management	0.5
Developing Great Social Skills	0.5
Diabetes 101	0.4
Digital Photography 101	0.8
Digital Photography with the iPhone	0.5
Diversity and Inclusion Training	0.7
Diversity Training 101	0.5
Dog & Cat First Aid, Care & Maintenance	0.3
Dog Grooming 101	1.2
Dog Psychology 101	0.6
Dog Training 101: A Guide for Beginners	1.2
Domestic Violence 101	0.8
Dream Interpretation 101	0.7
Dreamweaver 101	0.9
Dreamweaver CS4	0.9
Drug and Alcohol Abuse 101	0.7
Early Childhood Development 101	0.8
Ecology 101	0.7
Economics 101	1.7
Economics 201	1.5
Effective Communication 101	0.7
Egyptian Mythology 101	0.3
Electronics 101	1.9
Emotional Healing 101	0.6
Emotional Intelligence	0.5
Employment Law Fundamentals	0.7
End of Life Care	0.4
English Composition 101	1.1
Enhance Your Everyday Vocabulary	1.6
ESL Basic Grammar	0.6
ESL Basic Writing Skills	1.1
ESL Grammar Skills Level 1	1.2
ESL Grammar Skills Level 2	1.2
ESL Grammar Skills Level 3	1
ESL Grammar Skills Level 4	0.9
ESL Grammar Skills Level 5	0.9

Essay Writing 101	1.1
Estate Planning	0.7
Etiquette 101	0.7
Etiquette Consultant	0.6
Etiquette for Children and Teens	0.4
Event Planning 101	0.9
Excel 2007	1.4
Excel 2010	1.4
Excel 2013	1.1
Excel 2016	1.2
Excel 2019	1.2
Face Painting 101	1
Fair Standards Labor Act and the Workforce	0.6
Fashion Design 101: An Introduction	0.6
Feng Shui 101	1.4
Film Appreciation	0.9
Final Cut Pro X	0.7
Financial Analysis 101: Planning and Control	0.7
First Grade Curriculum	0.3
Floral Arrangement 101	1
Fourth Grade Curriculum	0.3
Freelance Writing 101	0.6
French Culture 101	0.7
Freshwater Fishing 101	0.4
Fundraising 101	0.5
GED Test Preparation	3.7
Gender Sensitivity Training	0.6
Genealogy 101	0.9
General Receptionist	0.6
General Secretary 101	0.8
Generational Diversity in the Workplace	0.6
Geography 101	0.7
Geology 101	0.8
Geometry 101: Beginner to Intermediate Level	1.7
Global Anti-Corruption and Bribery	1
Global Warming	0.6
Gmail 101	0.3
Goal Setting 101	0.5
Goal Setting for Business	0.6
Google Analytics 101	0.6
Google Docs	0.6
Google Sheets	0.7
Google Slides	0.7
Google+ for Business	0.4
Great Family Vacations	0.2
Greek Mythology	0.7
Habits of Millionaires	0.5

Haunted Places	0.6
Healing Affirmations	0.5
Health Education 101	1.3
Healthy Relationships	0.7
Hinduism 101: An Introduction	0.9
HIPAA Compliance 101	0.6
Historical Fiction Writing	2.3
History of Terrorism 101	1.9
History's Greatest Conspiracies	0.7
HIV: Prevention, Diagnosis, Treatment	0.5
Home Business	0.5
Home Safety	0.5
Homeopathy 101	0.7
Housekeeping 101	0.6
How to Bake Cookies	0.4
How To Be a Substitute Teacher	0.4
How to Be Your Own Life Coach	0.7
How to Can, Freeze, Dry and Preserve Food	0.7
How to Care for House Pets	0.2
How to Choose the Right Dog for You	0.3
How To Coach Youth Basketball	0.6
How to Decorate a Room	0.9
How To Draw 101	1.3
How to eBay	0.5
How to Improve Your Concentration	0.3
How to Live with a Teenager 101	0.3
How to Prepare, Stage and Sell Your Home	0.4
How To Quit Smoking	0.7
How to Run a Dog Day Care	0.7
How to Run an Effective Helpdesk	0.6
How to Start a Craft Business	0.7
How to Start and Run a Daycare Service	0.4
How to Start and Run an Online Business	0.6
How to Take an Online Course at UniversalClass	0.2
How to Teach Reading Fundamentals	0.7
How to Use an iPad	0.4
How to Write a Business Plan	0.5
How to Write a Grant Proposal	0.9
How to Write a Short Story	1.1
How to Write Case Studies	1.2
How to Write Effective Policies and Procedures	1.1
How to Write Short Stories for Children	1.1
HR Compensation and Benefits	0.3
Human Resources Management 101	0.8
Humor Writing 101	1.1
ICD-10: Medical Coding	1.7
Innovative Thinking	0.7

Interior Decorating Made Easy	0.8
Interior Design 101	1
Internet Fundamentals 101	0.4
Internet Marketing Basics	0.5
Interpersonal Communication	0.7
Interview Skills	0.6
Introduction to Cell and Molecular Biology	1.8
Introduction to CSS	0.6
Introduction to Ethics	0.7
Introduction to Excel 2003	0.4
Introduction to Gardening	0.6
Introduction to JavaScript	0.9
Introduction to Logic	0.7
Introduction to Medical Billing	1.7
Introduction to Medical Coding	2
Introduction to Music Appreciation	1.6
Introduction to QuickBooks 2011	0.7
Introduction to QuickBooks 2013	1.1
Introduction to QuickBooks 2014	0.8
Introduction to QuickBooks 2015	1
Introduction to Quicken 2010	0.4
Introduction to Six Sigma	0.9
Introduction to SQL	1.7
Investing 101: Stocks, Bonds, and Mutual Funds	0.4
Investing 201: Intro to Commodity, Options, and Futures Markets	0.8
Italian Cooking	0.3
Japanese Cultural Studies 101	1
Job Performance Appraisals - A How To Guide	0.6
Journaling and Memoir Writing	1.1
Journalism 101	1.4
JQuery Programming	0.9
Judaism 101: An Introduction	1.6
Kaizen 101 - An Introduction	0.5
Kinesics 101 - Learn to Read Body Language	0.7
Knitting 101	0.4
Landlord 101: Managing Rental Properties	1.1
Landscaping 101	0.7
Lawful Employee Termination	0.5
Leadership and Supervision 101	0.6
Leadership Skills for Managers	0.7
Lean Management	0.7
Learn HTML - Create Webpages Using HTML5	0.8
Learning Disabilities: What You Need to Know	1
Legal Terminology 101	0.8
Life Coaching 101	1.5
Lifetime Wellness 101	0.7
Listening Skills 101	0.5

Management Consultant 101	0.7
Management Essentials	0.7
Managerial Accounting 101	0.5
Managing Your Career	0.6
Marine Biology 101	0.9
Marine Life Rescue 101	0.7
Marketing 101	0.9
Marketing Copywriter 101	0.8
Marketing for Small Business 101	0.7
Marketing Outreach	0.3
Mastering Conversation Skills	0.9
Mastering Sales Skills 101	1
Mediation 101	1.1
Medical Office Administrative Operations	0.8
Medical Terminology 101	1.8
Medical Terminology 201	1.7
Medical Terminology for Medical Coders	1.4
Meditation 101: Learn How to Meditate	0.8
Memory Improvement	0.7
Metaphysics 101	0.6
Meteorology Fundamentals	0.9
Microbiology 101	3
Microsoft Access 2010	1.5
Microsoft Access 2013	1
Microsoft Access 2016	1.2
Microsoft Access 2019	0.8
Microsoft OneNote 2010	0.5
Microsoft OneNote 2013	0.5
Microsoft OneNote 2016	0.5
Microsoft OneNote for Windows 10	0.4
Microsoft Outlook 2007	0.6
Microsoft Outlook 2010	0.6
Microsoft Outlook 2013	0.8
Microsoft Outlook 2016	0.5
Microsoft Outlook 2019	0.5
Microsoft PowerPoint 2003	0.4
Microsoft PowerPoint 2007	0.6
Microsoft PowerPoint 2010	0.7
Microsoft PowerPoint 2013	0.7
Microsoft PowerPoint 2016	0.7
Microsoft Powerpoint 2019	0.7
Microsoft Project 2007	1.3
Microsoft Project 2013	0.8
Microsoft Project 2016	0.8
Microsoft Project 2019	0.9
Microsoft Publisher 2007	0.5
Microsoft Publisher 2010	0.7

Microsoft Publisher 2013	0.7
Microsoft Publisher 2016	0.7
Microsoft Publisher 2019	0.6
Microsoft Visio 2013	0.5
Microsoft Visio 2016	0.7
Microsoft Visio 2019	0.6
Microsoft Word 2007	0.7
Microsoft Word 2010	0.8
Microsoft Word 2013	0.8
Microsoft Word 2016	0.8
Microsoft Word 2019	0.7
Middle and High School Bullying	0.4
Mindfulness in the Workplace	0.6
Motivational and Public Speaking 101	0.8
MySQL	0.8
Mystery Writing	0.9
Natural Skin Care 101	0.5
Negotiation Skills	0.7
Nonfiction Writing 101	0.9
Norse Mythology 101	0.4
Novel Writing 101	2.2
Nutrition 101	0.7
Nutrition 201: A Closer Look	1.2
Operations Management 101	0.5
Organizational Behavior in Business	0.7
Organizational Psychology 101	0.6
OS X Yosemite	0.4
Paranormal Investigation 101	0.5
Paranormal Investigation 201	0.7
Paranormal Romance Writing	1.2
Party Planning 101	0.9
Payroll Management 101	0.8
Personal Assistant 101	0.6
Personal Finance 101: How to Manage Your Money	0.5
Personal Protective Equipment	0.5
Personality Development	0.7
Persuasion Techniques	0.6
Pet Sitting & Dog Walking Business 101	0.8
Philosophy 101	1.2
Photography 101: Beginner to Intermediate	1.7
Photoshop Elements 101	2
Photoshop Elements 12 (or earlier)	0.6
Photoshop Elements Version 7.0 (or earlier)	0.6
Photoshop Elements Version 8.0 and 9.0	0.5
Pie Baking 101	0.6
Pinterest	0.3
Poetry Writing 101	1.7

Positive Parenting Techniques	0.5
Pre-Algebra 101	1.4
Precalculus 101	3.5
Pre-Columbian Mythology	0.4
Preventing Workplace Harassment	0.7
Problem Solving Strategies	0.3
Procurement Management	0.8
Product Management 101	0.9
Professional Organizer Training	1.1
Project Management 101	0.5
Proofreading and Copyediting 101	1.1
Psychology 101	1.6
Public Relations 101	0.3
Punctuation and Grammar 101	1.1
Purchasing and Vendor Management 101	0.4
Pursuing Happiness: Successful Strategies	0.6
QuickBooks 101	1.4
Quicken Tutorial: An Introduction	0.5
Reading Comprehension 101	0.9
Recruitment and Retention Strategies	0.5
Reiki 1st Degree	0.7
Reiki 2nd Degree	0.5
Reiki Attunements	1.1
Reiki Essentials	0.3
Reiki Hand Placements	0.9
Relaxation 101	0.9
Report Writing 101	1.4
Resolving Workplace Conflict	0.4
Respectful International Workplace	0.7
Resume Writing 101	0.9
Retail Business 101	0.5
Retirement Planning	0.7
Retirement Tips	0.6
Romance Writing	1.2
Running Effective Meetings	0.5
Salem Witch Trials	0.4
SalesForce 101	0.5
Screenwriting 101	1.2
Second Grade Curriculum	0.4
Self Hypnosis 101: Reshaping Your Reality	0.4
Sensitivity Training in the Workplace	0.7
SEO Copywriting	0.8
Serial Killers 101	1.2
Sewing 101	1
Sexual Harassment Compliance	0.3
Single Parenting 101	0.3
Slack	0.4

Small Business Guide	0.5
Snakes of the Western Hemisphere	0.4
Soap Making 101	0.7
Social Anxiety 101	0.6
Social Media Marketing an introduction	0.5
Sociology 101	1.5
Solving Classroom Discipline Problems	0.7
Spanish Cooking 101	0.3
Spanish Culture 101	0.7
Special Education 101	1.1
Special Events Planning	0.8
Speed Reading 101	0.7
Speed Writing 101	0.7
Spelling 101	0.7
Spiders and Other Insects in North America	0.5
Spiritual Counseling	0.8
Starting Your Own Cleaning Business	0.5
Statistics 101	3.5
Strategic Planning	0.8
Stress Management	0.4
Successfully Networking Your Career	0.3
Sustainable Development for business	0.6
Talent Management	0.5
Tarot Cards 101	0.5
Tea Parties 101	0.3
Teaching Reiki	1.1
Team Building 101	0.5
Team Management	1
Telephone Skills and Quality Customer Service	1.2
Tex Mex Cooking 101	0.8
The Art of Breathing	0.5
The Gulf War	1.6
Therapeutic Bathing	0.3
Third Grade Curriculum	0.4
Time Management 101	0.7
Timeshare Basics	0.5
Traditional Scrapbooking 101	1.5
Travel Agent 101	0.7
Travel Writing 101	1
Tropical Gardening 101	0.4
Twenty African Americans Who Changed History	0.3
Twenty Women Who Changed American History	0.8
Typing and Keyboarding 101	2
UFO Studies	0.5
Understanding Addictions	1
Understanding Allergies 101	0.3
Understanding and Managing Your Credit	0.5

Understanding Financial Statements	0.7
Understanding Insurance Types	0.2
Understanding Learning Styles	0.7
Understanding the Americans with Disability Act	0.5
Unit Studies 101	0.9
US Citizenship Test Preparation	0.5
Vegetable Gardening 101	0.3
Vietnam War	1.1
Virtual Assistant 101	0.8
Visual Basic for Excel	1.7
Vocabulary Building	0.5
Waiter and Waitress Training 101	0.7
Water Color Painting 101	0.9
Wedding Crafts and Projects	0.6
Wedding Planning 101	1.2
Wedding Traditions Around the World	0.7
Weight Loss Management	0.9
Weight Training 101	1.4
Wellness Coaching	1.1
Western Calligraphy	1.5
Wildlife Rehabilitation: An Introduction	0.7
Windows 10	0.5
Windows 7	0.7
Windows 8	0.8
Workers' Compensation 101	0.5
Workplace Drug Use- An HR Guide	0.6
Workplace Safety 101	0.5
Workplace Sexual Harassment in the #Me Too Era	0.7
Workplace Violence: A Guide to Responding and Preventing	0.6
World Religions 101	0.9
World War I	1.1
World War II	1.6
Writing Basics 101: Spelling, Grammar, Punctuation, Writing Structures	2.9
Writing Effective Emails in the Workplace	1.1
Writing Effective Persuasion	1.2
Writing Improvement 101	1.3
Writing the Great American Short Story	0.5
Writing Women's Fiction	0.7
Yoga 101	0.7