

Universal Class State of Vermont Catalog

Key: Courses relevant to all employees Courses that may be relevant to specific positions

Area of Study	Class	Number of CEUs/Hours
Accounting	ABCs of Algebra	2.2
Career Training	ABCs of English Grammar	1.5
Accounting	ABCs of Geometry	0.8
Accounting	ABCs of Technical Writing	1.1
Psychology	Abnormal Psychology 101	0.7
Accounting	Accounting & Bookkeeping 101 for Everyone	3.2
Accounting	Accounts Payable Management	0.7
Accounting	Accounts Receivable Management	0.5
Accounting	Administrative Assistant 101	0.8
Accounting	Adobe Acrobat 101	0.4
Accounting	Adobe After Effects	1
Accounting	Adobe Edge Animate CC	1
Accounting	Adobe Fireworks 101	1
Accounting	Adobe Illustrator 101	1
Accounting	Adobe InDesign 101	1
Accounting	Adobe Lightroom 101	1
Accounting	Adobe Muse 101	1
Accounting	Adobe Photoshop 101	1
Accounting	Adobe Premiere 101	1
Accounting	Advanced Excel 2013	1.7
Accounting	Advanced Excel 2016	1.7
Accounting	Advertising, Marketing and Sales Writing	1.2
Alternative Medicine	Advocacy for Elderly Patients	0.6
Health & Medicine	Alzheimer's Disease 101	0.7
History	American Government	1.6
Accounting	Anger Management 101	0.5
Health & Medicine	Anxiety Therapy 101	0.5
General Education	Applied Behavior Analysis Strategies for Teachers	1
Accounting	Applied Statistics 101	2.1
Business	Assertiveness Training	1.1
General Education	Attention Deficit Disorders: ADD and ADHD	0.7
General Education	Autism 101	1
General Education	Autism Spectrum Disorders for Teachers	0.9
General Education	Basic English Speaking Skills	1
Accounting	Basic Math 101	1.7
Business	Basic Research Skills	0.5
General Education	Building Children's Reading Skills	0.7
Psychology	Building Self Esteem	0.4

Area of Study	Class	Number of CEUs/Hours
Accounting	Business Analysis	1.2
Accounting	Business Branding 101	0.6
Accounting	Business Budgeting 101: How to Plan, Save and Manage	0.7
Accounting	Business Consulting 101	1.1
Accounting	Business Credit 101	1.2
Accounting	Business Ethics	1.1
Accounting	Business Etiquette	0.5
Accounting	Business Management	1.1
Accounting	Business Professionalism	0.5
Business	Business Writing	1.9
Business	Call Center Customer Service	0.6
Accounting	Call Center Management	0.7
Business	Career Coaching	1.4
Alternative Medicine	Careers in Healthcare	0.2
Health & Medicine	Caring for Patients with HIV/AIDS	0.5
Alternative Medicine	Caring for Seniors	0.7
Law/Legal/Criminal	Child Abuse Recognition, Investigation and Protection	1.5
General Education	Child Psychology 101	0.7
Alternative Medicine	Childhood Obesity	0.4
Language Arts	Chinese Culture Studies 101	0.7
Accounting	Collaboration Skills	0.7
Accounting	Communication with Diplomacy and Tact	0.5
Alternative Medicine	Comprehensive Medical Terminology 1&2	3.3
Accounting	Computer Basics 101	0.6
Business	Confidence Building	0.6
Accounting	Conflict Resolution 101	0.7
Accounting	Constructive Feedback and Criticism	0.5
Business	Contract Law 101 - An Introduction	1
Psychology	Counseling Psychology 101	0.9
Career Training	Criminology Basics	0.5
Accounting	Crisis Management 101	0.9
Accounting	Cross-Cultural Communication	0.7
Accounting	Crystal Reports	1
Business	Customer Relationship Management	0.9
Accounting	Customer Service 101	1.5
Accounting	Dealing with Difficult People	0.7
Accounting	Decision Making Skills	0.8
Business	Delegation Skills	0.6
Health & Medicine	Depression Management	0.7
Health & Medicine	Diabetes 101	0.4
Accounting	Digital Photography 101	1.7
Law/Legal/Criminal	Domestic Violence 101	1

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Accounting	Dreamweaver 101	1
Alternative Medicine	Drug and Alcohol Abuse 101	0.7
General Education	Early Childhood Development 101	0.8
Science	Ecology 101	1.4
General Education	Economics 201	1.5
Accounting	Economics 201	1.5
Accounting	Effective Communication 101	0.7
Accounting	Effective Presentations	0.5
General Education	Electronics 101	1.9
General Education	Emotional and Behavioral Disorders	0.9
Health & Medicine	Emotional Healing 101	0.8
Psychology	Emotional Intelligence	0.5
Accounting	Employment Law Fundamentals	0.7
Accounting	Enhance your Everyday Vocabulary	1.6
Career Training	ESL Basic Grammar	1
Career Training	Essay Writing 101	1.1
Accounting	Etiquette 101	0.7
Business	Event Planning 101	0.9
Accounting	Excel 2013	1.5
Accounting	Excel 2016	1.2
Accounting	Final Cut Pro X	1
Language Arts	French Culture 101	0.7
General Education	GED Test Preparation	3.7
Career Training	General Receptionist	0.6
Accounting	General Secretary 101	0.8
General Education	Geology 101	1.2
Language Arts	German Culture 101	0.5
Accounting	Google Analytics 101	1
Accounting	Google+ for Business	0.4
Accounting	Google+ for Business	0.4
Spiritual Studies	Hinduism 101: An Introduction	0.9
Health & Medicine	HIPAA Compliance 101	0.6
Social Work	HIV: Prevention, Diagnosis, Treatment	0.5
Career Training	How to Be Your Own Life Coach	0.7
Business	How to Improve Your Concentration	0.5
Health & Medicine	How to Quit Smoking	0.7
Accounting	How to Run an Effective Helpdesk	0.8
Accounting	How to Use an iPad	0.4
Business	How to Write a Grant Proposal	1.5
Business	How to Write Case Studies	1
Accounting	How to Write Effective Policies and Procedures	1
Accounting	Human Resources Management 101	0.8

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Health & Medicine	ICD-10: Medical Coding	1.7
Psychology	Innovative Thinking	0.7
Career Training	Interpersonal Communication	0.7
Accounting	Interview Skills	0.6
Accounting	Intro to PC Troubleshooting and Repair	1
Accounting	Introduction to CSS	1.1
Accounting	Introduction to JavaScript	1
Accounting	Introduction to Six Sigma	1
Accounting	Introduction to SQL	1.7
Language Arts	Japanese Cultural Studies 101	1
Business	Job Performance Appraisals - A How To Guide	0.6
Accounting	Jquery Programming	0.9
Career Training	Kinesics 101 - Learn to Read Body Language	0.7
Accounting	Learn HTML - Create Webpages Using HTML5	1
Accounting	Legal Terminology 101	1
Alternative Medicine	Life Coaching 101	1.5
Alternative Medicine	Lifetime Wellness 101	0.7
Business	Listening Skills 101	0.9
Accounting	Management Essentials	0.7
Accounting	Managerial Accounting 101	0.5
Accounting	Managing Your Career	0.6
Science	Marine Biology 101	1
Accounting	Marketing 101	0.9
Accounting	Mediation 101	1.1
Alternative Medicine	Medical Terminology 101	1.8
Alternative Medicine	Medical Terminology 201	1.7
Accounting	Memory Improvement	0.7
Science	Microbiology 101	3
Accounting	Microsoft Access 2013	1
Accounting	Microsoft Outlook 2013	0.8
Accounting	Microsoft Project 2013	0.8
Accounting	Microsoft Project 2016	0.8
Accounting	Microsoft Publisher 2013	1
Accounting	Microsoft Publisher 2016	0.7
Accounting	Microsoft Visio 2013	1
Accounting	Microsoft Visio 2016	0.7
Accounting	Microsoft Word 2016	0.8
General Education	Middle and High School Bullying	0.5
Business	Mindfulness in the Workplace	0.9
Accounting	MySQL	1
Accounting	Negotiation Skills	0.7
Health & Medicine	Nutrition 101	1.1

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Health & Medicine	Nutrition 201	1
Accounting	OneNote 2013	0.5
Accounting	OneNote 2016	0.5
Accounting	Operations Management 101	0.5
Science	Organic Chemistry	2.5
Accounting	Organizational Psychology 101	0.7
Accounting	OS X Yosemite	0.7
Accounting	Outlook 2016	0.5
Business	Payroll Management 101	0.9
Career Training	Personal Protective Equipment	0.5
Career Training	Personality Development	0.7
Accounting	Persuasion Techniques	0.7
Accounting	Photoshop Elements 101	1
Accounting	Photoshop Elements Version 70 (or earlier)	1.2
Accounting	Photoshop Elements Version 80 and 90	1
Science	Physics 101: Beginner to Intermediate Concepts	2.4
Accounting	PowerPoint 2013	0.7
Accounting	PowerPoint 2016	0.7
Business	Problem Solving Strategies	0.3
Accounting	Product Management 101	0.9
Business	Professional Organizer Training	1.1
Accounting	Project Management 101	0.5
Accounting	Proofreading and Copyediting 101	1.2
Accounting	Purchasing and Vendor Management 101	0.4
Career Training	Pursuing Happiness: Successful Strategies	0.5
Accounting	Quickbooks 101	1
Accounting	Quickbooks Online Essentials	1
Writing	Reading Comprehension 101	1
Accounting	Recruitment and Retention Strategies	0.5
Career Training	Report Writing 101	1
Business	Resolving Workplace Conflict	0.4
Accounting	Resume Writing 101	0.9
Accounting	Retirement Planning	1.1
Accounting	Running Effective Meetings	0.5
Accounting	Sensitivity Training in the Workplace	0.7
Accounting	Sexual Harassment Compliance	0.3
General Education	Sociology 101	1.5
Accounting	Speed Reading 101	0.9
Business	Statistics 101	3.5
Alternative Medicine	Stress Management	0.6
Accounting	Successfully Networking Your Career	0.3
Accounting	Talent Management	0.8

Area of Study	Class	Number of CEUs/Hours
Business	Team Building 101	0.5
Accounting	Team Management	1
Business	Telephone Skills and Quality Customer Service	1.2
Health & Medicine	The Art of Breathing	1
Accounting	Time Management 101	0.7
Accounting	Typing and Keyboarding 101	2
Accounting	Understanding Business Administration	1.1
General Education	Understanding Learning Styles	0.7
Business	Virtual Assistant 101	1.4
Accounting	Visual Basic for Excel	1.7
Alternative Medicine	Wellness Coaching	1.1
General Education	Wildlife Rehabilitation: An Introduction	0.7
Accounting	Windows 10	0.5
Accounting	Workplace Safety 101	0.5
Career Training	Writing Basics 101: Spelling, Grammar, Punctuation, Writing Structures	2.9
Business	Writing Effective Emails in the Workplace	1
Accounting	Writing Effective Persuasion	1.2
Office Skills	Writing Improvement 101	1.3