Course Catalog

<u>Microsoft</u> Access

Excel

- Office 365
- OneDrive
- OneNote
- <u>Outlook</u>
- PowerPoint
- <u>Project</u>

SharePoint

<u>Teams</u>

Windows 10

<u>Word</u>

Google Workspace Other Technical Soft Skills Spanish Editions

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Microsoft Access

Access 2021 Basic 5 hours, 45 topics

Access Fundamentals Create and Work with a Database Find, Filter, and Format Data Tables

Access 2019 Basic

5 hours, 45 topics

Access Fundamentals Create and Work with a Database Find, Filter, and Format Data Tables

Access 2016 Basic

4 hours, 45 topics

Access Fundamentals Create and Work with a Database Find, Filter, and Format Data Tables

Access 2013 Basic

4 hours, 45 topics

Access Fundamentals Create and Work with a Database Find, Filter, and Format Data Tables

Microsoft Excel

XI

Excel 2021 Basic 4 hours, 42 topics

Edit a Workbook Basic Formulas Basic Formatting Insert Objects Manage Worksheets

Access 2021 Intermediate

6 hours, 62 topics

Create Relational Databases Work with Queries Work with Forms Work with Reports Advanced Topics

Access 2019 Intermediate

6 hours, 62 topics

Create Relational Databases Work with Queries Work with Forms Work with Reports Advanced Topics

Access 2016 Intermediate

6 hours, 62 topics

Create Relational Databases Work with Queries Work with Forms Work with Reports Advanced Topics

Access 2013 Intermediate

6 hours, 62 topics

Create Relational Databases Work with Queries Work with Forms Work with Reports Advanced Topics

Excel 2021 Intermediate 5 hours, 53 topics

Charts Print and Distribute Intermediate Formulas Manage Data Tables Collaboration Excel 2021 Advanced 4 hours, 44 topics

PivotTables PivotCharts Troubleshoot Formulas Advanced Formatting Advanced Formulas

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Microsoft Excel

Excel for Mac Basic

4 hours, 43 topics

Edit a Workbook Basic Formulas Basic Formatting Insert Objects Manage Worksheets

Excel 2019 Basic

4 hours, 42 topics

Edit a Workbook Basic Formulas Basic Formatting Insert Objects Manage Worksheets

Excel 2016 Basic

4 hours, 42 topics

Edit a Workbook Basic Formulas Basic Formatting Insert Objects Manage Worksheets

Excel 2013 Basic

4 hours, 42 topics

Edit a Workbook Basic Formulas Basic Formatting Insert Objects Manage Worksheets

Excel for Mac Intermediate

5 hours, 49 topics

Charts Print and Distribute Intermediate Formulas Manage Data Tables

Excel 2019 Intermediate

5 hours, 53 topics

Charts Print and Distribute Intermediate Formulas Manage Data Tables Collaboration

Excel 2016 Intermediate

5 hours, 53 topics

Charts Print and Distribute Intermediate Formulas Manage Data Tables Collaboration

Excel 2013 Intermediate

5 hours, 53 topics

Charts Print and Distribute Intermediate Formulas Manage Data Tables Intermediate Formatting Collaboration

Excel 2019 Advanced

4 hours, 44 topics

PivotTables PivotCharts Troubleshoot Formulas Advanced Formatting Advanced Formulas

Excel 2016 Advanced

4 hours, 44 topics

PivotTables PivotCharts Troubleshoot Formulas Advanced Formatting Advanced Formulas

Excel 2013 Advanced

4 hours, 44 topics

PivotTables PivotCharts Troubleshoot Formulas Advanced Formatting Advanced Formulas

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Office 365 Essentials 5 hours, 51 topics

Office Fundamentals Editing Formatting Word Excel **PowerPoint**





OneDrive 2 hours, 14 topics

Open & Upload Files Share Files Version History Sync with Your Computer



OneNote

5 hours, 50 topics

The Fundamentals Notebook Basics Add Notebook Content Format Notebooks Share and Collaborate



Microsoft Outlook

Outlook 2019 Basic

4 hours, 41 topics

Outlook Fundamentals Mail People Calendar

Outlook 2016 Basic

4 hours, 41 topics

Outlook Fundamentals Mail People Calendar

Outlook 2019 Intermediate

3 hours, 35 topics

Tasks and Notes Advanced Mail Advanced Calendar Manage Information

Outlook 2016 Intermediate

3 hours, 37 topics

Tasks and Notes Advanced Mail Advanced Calendar Manage Information

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Microsoft Outlook

Outlook 2013 Basic

4 hours, 41 topics

Outlook Fundamentals Mail People Calendar

Microsoft PowerPoint

PowerPoint 2021 Basic

4 hours, 35 topics Getting Started Work with Presentations Organize a Presentation Deliver a Slideshow

PowerPoint 2019 Basic

4 hours, 35 topics Getting Started Work with Presentations Organize a Presentation Deliver a Slideshow

PowerPoint 2016 Basic

4 hours, 35 topics

Getting Started Work with Presentations Organize a Presentation Deliver a Slideshow

PowerPoint 2013 Basic

4 hours, 35 topics

Getting Started Work with Presentations Organize a Presentation Deliver a Slideshow

Outlook 2013 Intermediate

3 hours, 37 topics

Tasks and Notes Advanced Mail Advanced Calendar Manage Information

PowerPoint 2021 Intermediate

5 hours, 49 topics

Formatting and Themes Pictures Graphics Transitions and Animations Slide Masters

PowerPoint 2019 Intermediate

5 hours, 49 topics

Formatting and Themes Pictures Graphics Transitions and Animations Slide Masters

PowerPoint 2016 Intermediate 5 hours, 46 topics

Formatting and Themes Pictures Graphics Transitions and Animations

Slide Masters

PowerPoint 2013 Intermediate

5 hours, 46 topics

Formatting and Themes Pictures Graphics Transitions and Animations Slide Masters

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5 hours, 50 topics

Microsoft Project

The Fundamentals Project Views Tasks Resources Reports

Microsoft SharePoint

SharePoint 2016

- 3 hours, 36 topics
 - The Fundamentals Use Lists and Libraries Work with Documents Work with Web Pages Manage Sites and Subsites



<u>Teams</u>

- 3 hours, 34 topics
- Getting Started Chats Teams Meetings Calls



Windows 10

Windows 10 4 hours, 55 topics

The Fundamentals Work with Apps Folders and Files Personalize Windows Maintain Your Computer

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- SharePoint
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- Windows 10

Word

Google Workspace Other Technical Soft Skills Spanish Editions

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W

Word 2021 Basic

Microsoft Word

4 hours, 39 topics

Word Fundamentals Work with and Edit Text Format Text and Paragraphs Format the Page

Word for Mac Basic 4 hours, 39 topics

4 hours, 39 topics

Word Fundamentals Work with and Edit Text Format Text and Paragraphs Format the Page

Word 2019 Basic

4 hours, 39 topics

Word Fundamentals Work with and Edit Text Format Text and Paragraphs Format the Page

Word 2016 Basic

4 hours, 39 topics

Word Fundamentals Work with and Edit Text Format Text and Paragraphs Format the Page

Word 2013 Basic

4 hours, 39 topics

Word Fundamentals Work with and Edit Text Format Text and Paragraphs Format the Page

Word 2021 Intermediate 4 hours, 41 topics

Tables Graphics Styles, Themes, and Templates Long Documents

Word for Mac Intermediate

4 hours, 39 topics

Tables Graphics Styles, Themes, and Templates Long Documents

Word 2019 Intermediate

4 hours, 41 topics

Tables Graphics Styles, Themes, and Templates Long Documents

Word 2016 Intermediate

4 hours, 41 topics

Tables Graphics Styles, Themes, and Templates Long Documents

Word 2013 Intermediate

4 hours, 41 topics

Tables Graphics Styles, Themes, and Templates Long Documents

Word 2021 Advanced 3 hours, 19 topics

Collaborate with Word Advanced Documents Mailing Documents

Word 2019 Advanced

3 hours, 19 topics

Collaborate with Word Advanced Documents Mailing Documents

Word 2016 Advanced

3 hours, 19 topics

Collaborate with Word Advanced Documents Mailing Documents

Word 2013 Advanced

3 hours, 19 topics

Collaborate with Word Advanced Documents Mailing Documents

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Google Calendar

3 hours, 32 topics

View Your Email

Compose and Send Email

Customize Email Settings

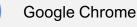
Organize Your Inbox

Gmail

Gmail



Calendar Fundamentals Schedule Meetings Work with Reminders, Notes, and Tasks Shared Calendars



Google Chrome

2 hours, 10 topics Browsing Basics Use Bookmarks Browse Privately Browsing History Manage Downloaded Files



Google Classroom

Google Classroom: Teachers 2 hours, 16 topics

Classroom Fundamentals Manage the Classroom Assignments Communication

Google Classroom: Students 0.5 hours, 3 topics

Sign In & Join a Class Work with Assignments Communicate with Others <u>Google Classroom:</u> <u>Guardians</u> 0.5 hours, 1 topic

Guardian Email Summaries

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<u>SharePoint</u>

<u>Teams</u>

Windows 10

Word

D

Google Workspace Other Technical Soft Skills Spanish Editions

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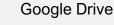
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Google Docs

Google Docs 4 hours, 38 topics

Docs Fundamentals Edit a Document Format Text and Paragraphs Format the Page



Google Drive

2 hours, 14 topics

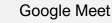
Create, Find & Open Files File Management Share & Collaborate Upload & Download Files



Google Forms

2 hours, 14 topics

Join a Meeting Host a Meeting Set Up Audio and Video Share Your Screen



Google Meet 1 hour, 5 topics

Join a Meeting Host a Meeting Set Up Audio and Video Share Your Screen

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 <u>Soft Skills</u>
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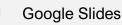
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Google Sheets

Google Sheets 4 hours, 48 topics

Sheets Fundamentals Format Spreadsheets Formulas and Functions Manage Sheets and Data



Google Slides

4 hours, 41 topics

Slides Fundamentals

Edit a Presentation Formatting and Themes Graphics and Animations Insert Objects Deliver a Presentation



Google Workspace

Google Workspace Essentials 5 hours, 54 topics

Editing and Formatting Google Docs Google Sheets Google Slides Gmail

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Adobe Captivate

Adobe Captivate

4 hours, 45 topics

Captivate Fundamentals Work with Text Work with Shapes and Images Work with Objects Work with Interactions Work with Media Effects, Animations, and Transitions Quizzes Publish Projects



Articulate Storyline

Articulate Storyline

4 hours, 38 topics

Storyline Fundamentals Work with Text and Objects Work with Shapes and Images Add Course Interaction Work with Media Use Animations and Transitions Create Quizzes Publish Projects

Computer Basics

Computer Basics

2 hours, 11 topics

Use the Mouse and Keyboard Toolbars, Menus, and Ribbons Create, Save, and Open Files Select and Edit Text Print



Mac OS

macOS

4 hours, 39 topics

macOS Fundamentals Work with Applications Work with Files and Folders Personalize your Computer Maintain Your Mac

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Microsoft Access Excel Office 365 **OneDrive** <u>OneNote</u> Outlook **PowerPoint Project SharePoint** <u>Teams</u> Windows 10

Word

- Google Workspace **Other Technical**
- Soft Skills Spanish Editions

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QuickBooks

QuickBooks Online Basic 4 hours, 38 topics

Join a Meeting **Basic Sales** Banking Transactions **Basic Reports**



Salesforce 5 hours, 50 topics

Salesforce Fundamentals Salesforce for Sales Reps Views and Reports Dashboards Collaborate with Chatter **Record Management**



Zoom

Zoom 2 hours, 9 topics

> Join a Meeting Host a Meeting Configure Audio and Video Sharing Your Screen

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Business Writing

Business Writing 2 hours, 9 topics

> Organize Your Thoughts Anatomy of Communication Document Design Letters Emails



Effective Presentations



Content Design Delivery

Email Etiquette

Email Etiquette

2 hours, 9 topics

Address and Email Know Your Audience Formatting and Proofing Signatures



Cyber Security

Cyber Security

2 hours, 12 topics

Confidential Information Choose a Password Viruses, Malware, Spyware Email & Phishing Social Media

Managing Meetings

Managing Meetings 2 hours, 11 topics

Types of Meetings Overview & Agenda Run Effective Meetings

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<u>SharePoint</u>

<u>Teams</u>

Windows 10

<u>Word</u>

Google Workspace

Other Technical

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SMART Goals



Specific Measurable Actionable Realistic Time-Bound

Time Management

Time Management 2 hours, 11 topics

Goals of Time Management The Four Quadrants The 80/20 Rule Time Wasters Time Savers

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Corporate ЗM Accenture Accident Fund Amazon American Airlines American Express American Family Insurance Amgen Amoco Associated Press Association of Trial Lawyers Bacardi Barnes & Noble Bank of America Bank of New York Bank of Scotland Beringer Blass Wine Estates **Bissell Companies** Blue Cross / Blue Shield Boeing Bristol-Myers Squibb Canada Life **CBS** Companies CenturyLink Chevron Chicago Mercantile Exchange China Trust Bank CMP Coca-Cola **Consumer Reports** Cracker Barrel Crown Media Dell

Facebook NBA FedEx New Horizons **Fidelity Investments** New York Times Newsweek Ford NFL GEICO **General Electric** NHI Interactive Northrop General Motors Grumman Pfizer **Global Knowledge** Green Bay Packers Guinness Philip Morris H. B. Fuller Philips Semiconductors Hershey Pilgrim's Pride Corporation Pinkerton's Hewlett Foundation Raytheon Home Depot Scotiabank Honeywell Siemens IBM Starbucks Illinois Mutual SunTrust Bank Intuit **TDS** Telecom iRobot Time Inc. JP Morgan Chase Twin Cities Public Television JVC United Agri Products K & M Consulting Unocal Kraft Foods U.S. Cellular Kwik Trip Veritas Software Levi Strauss Verizon Libby's Volkswagen Liberty Mutual Volvo Lockheed Martin Walmart Logitech Webster Financial Lowe's Wells Fargo Manpower Williams-Sonoma Major League Baseball (MLB) Xcel McGraw-Hill **Zurich Insurance** Merck & Co. Microsoft Mitsubishi Morris Communications NASDAQ

Deloitte

Digital River

Dunkin' Donuts

Eastern Bank Ernst & Young

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Alaska Dept of Fish & Game **Broward County Buckingham Palace Buffalo City Schools** Buffalo Employment and Training Center California State Parks Canadian Coast Guard Canadian Food Inspection Agency Centers for Disease Control (CDC) Chickasaw Nation City of Birmingham City of Davis City of Decatur City of Greensboro City of Juneau City of Key West City of Manassas City of Nashville City of Palm Bay City of Seattle City of South Bend City of Tempe Clark County County of Monmouth County of Orange County of Saginaw County of Winnebago **Denver Human Services** Dept of Army, Surgeon General Dept of Defense Dept of Energy Dept of Fisheries and Oceans Dept of Health and Family Services Dept of Indian Affairs

Environmental Protection Agency (EPA)

Essex Fire and Rescue Service

European Patent Office

Executive Office of the President of the United States

Federal Aviation Administration (FAA) Florida Dept of Agriculture

Florida Fish and Wildlife Conservation Commission

Food and Drug Administration (FDA) Georgia Dept of Transportation International Criminal Court

Kansas Adjutant General

Kansas Dept of Transportation

Kentucky League of Cities League of Minnesota

Limestone Township Library

Louisiana Dept of Revenue

Maricopa County

Massachusetts Dept of Revenue

Miami-Dade Fire Rescue

Michigan State Senate

Military Sealift Command

Minneapolis Public Library

Minnesota Dept of Commerce

Minnesota Dept of Revenue

Missile Defense Agency

National Foundation for Educational Research

Nevada Dept of Transportation

New Jersey Dept of Labor

New York Dept of Labor

North Platte Public Library

Office of the Prime Minister of Grenada

Police Dept of Santa Ana

Sacramento Metro Fire

Smithsonian Institute

Social Security Administration

South Carolina Dept of Parks

South Dakota Bureau of Personnel Training

State of Alaska Retirement Benefits State of Florida

State of New Jersey

State of New Mexico

State of New York

Texas Dept of Human Services

Texas Dept of Protective Services

Texas Dept of Transportation

Texas Education Agency

U.S. Air Force

U.S. Army

U.S. Army National Guard

U.S. Attorney's Office

U.S. Bureau of Reclamation

U.S. Coast Guard

U.S. Dept of Housing and Urban Development

U.S. Dept of Transportation

U.S. Dept of Veteran Affairs

U.S. Embassy, Bangkok, Thailand

U.S. Geological Survey

U.S. Immigration & Naturalization Service

U.S. Marine Corps

U.S. Navy

U.S. Office of the Attorney General U.S. Secret Service

U.S. Senate

Washington Dept of Social Health Services

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Higher Education

Alaska Vocational Technical Center American College of Radiology Arkansas State University Auckland University of Technology **Bates Technical College Bellevue** College **Baylor College of Medicine Berkeley Institute Beverly Hills Adult School** Borough of Manhattan College **Bradley University** Bronx Community College Central Georgia Technical College City and Islington College Clark University **Cleveland State University** Coast Community College District College of the Desert College of the Ozarks College of Philadelphia Concordia University **Danville Community Education Darton College** Delaware County Community College Des Moines Area Community College **Dickinson College** Drake University Eastern New Mexico University **Empire State College** Fisher College of Business Flint Hills Technical College Gateway Community College Georgian Court University Glendale Community College

Heartland Community College Harvard University Hennepin Technical College Illinois State University Indiana State University Ivy Tech State College Jefferson Community College Jewish Theological Seminary of America Johns Hopkins University Joliet Junior College King Edward VI College Lake Superior College Lord Fairfax Community College Los Angeles College Lower Columbia College Louisiana State University Marguette University Maui Community College Messiah College Metro Nashville School Metropolitan Community College Miami School of Law Minnesota State University Nebraska Indian Community College Montgomery College Moody Bible Institute New Mexico Highlands University Nicholls State University Northern Kentucky University Northwestern University Ohio Wesleyan University Oklahoma State University Old Dominion University Oxford University

Purdue University Pima Community College Roanoke Virginia Community College Roosevelt University Rowan University Saint Louis University Saint Vincent College St. Petersburg College Salford University Scottsdale Community College Stockton College Stonehill College Tallahassee Community College Temple University Hospital Texas Woman's University The University of the West Indies University of Arkansas University of Central Florida University of Chicago University of Cincinnati University of Houston University of Illinois University of Iowa University of Missouri University of New England University of Pennsylvania University of Rhode Island University of Texas University of Virginia University of Wisconsin University of Wyoming Vanderbilt University Washington College of Law Yale School of Management

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Microsoft <u>Access</u> Excel Office 365 OneDrive <u>OneNote</u> **Outlook PowerPoint** Project SharePoint Teams Windows 10 Word Google Workspace Other Technical Soft Skills

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Spanish Editions

K12American School of KuwaitAnaheim City School DistrictAnderson County SchoolsArlington Public SchoolsAspire Public SchoolsAurora Public SchoolsBerkeley County SchoolBinghamton City School DistrictBoulder Valley School DistrictBristol Virginia Public SchoolsBuffalo City SchoolsBullitt County Public SchoolsBuncombe County SchoolsCalvary Temple Christian SchoolCambridge-Isanti High School

Cambridge-Isanti High School **Cameron High School** Cedar Springs Public Schools Centennial School District Central Falls School District **Central High School** Chaska High School Chicago Public Schools Chippewa Falls Public Schools **Churchill Community School** Clark County School District **Clayton County Public Schools** Unified School District Dakota High School **Darien Public Schools** Dayton Christian High School **Dearborn Public Schools Decatur Public Schools** Deer Park Middle School **Duplin City Schools Duval County Public Schools** Eastwood High School

Edina Schools Everett Public Schools Foley High School Fountain Hills High School Fremont Public Schools **Gilman Schools** Glades School District Grand Rapids Public Schools Grant Joint Union High School Hayes Middle School Hill City School District Humphreys County School District Huntsville City Schools Immanuel Lutheran School Jefferson County Public Schools John F. Kennedy High School Johns Hopkins Bloomberg School Joshua Springs Christian School Kerrville Independent School Kingsway Christian School Kokomo-Christian High School Lake Mary High School Lancaster High School Lodi Unified School District Lyman High School Mansfield Schools Maryville High School Mercer Island School District

Mercer Island School Distri Mesa Public Schools Metro Nashville School Miami-Dade County Public Schools Milton Hershey School

Monte Vista School District New Albany-Floyd County Schools North Kitsap School District Oak Hills Local Schools Olathe Unified School District **Onaway High School Ontario School District Osseo Area Schools** Oswego City School District Our Lady of Humility School Paris **High School** Payson High School Pella School District Peninsula School District Perkins School for the Blind **Richfield Public Schools Rio Rancho Public Schools Rochester Public Schools Ronan School District** Sacred Heart Schools Sammamish High School Sanborn Christian School San Diego City Schools Santa Fe Public Schools School Board of Highlands County School Board of Marion County School District of Philadelphia Scotland County Schools Seven Bridges Prep School Shepard High School Sioux City School District Sixth Form Government School Southern Columbia High School St. Andrews School St Charles School St. Gabriel's Catholic School Travis Unified School District Upper Canada District School

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Non-Profit

AARP Allen Temple Church Alliance of Community Hospices American Antiquarian Society American College of Radiology Ark of Love Bristol Bay Area Health Buffalo Urban League **Butler Memorial Hospital** California Healthcare Association Calvary Chapel CARE **Catholic Charities** Center for Missing and Exploited Children

Central Texas Workforce Center Charism

Columbia Career Center

Community Action of Minneapolis

Computer Seniors of America

Computers for Kids

Conservation International Corporation

For Public Management Council of Community Clinics Council on Aging

CRISTA

Crown Ministries

Delray Medical Center

Diocese of Pittsburgh

Driscoll Children's Hospital

El Camino Hospital

Epilepsy Foundation

Families First Inc.

Families Helping Families

First United Methodist Church

Give Kids the World

Good Samaritan Society

Glide Foundation

Goodwill Industries

Grace Outreach Community Church Greater Baltimore Medical

Center Heifer International

Henry M. Jackson Foundation

Heritage Christian Services Inc.

Hewlett Foundation

Hillsboro Community Network

Hope Network

Hospice of Larimer County

Hurley Medical Center

Jefferson Transitional Programs

Jewish Community Center

King County Dislocated Worker Program

Kiwanis Enterprise Centre

Lafayette General Medical Center

Lakeside Memorial Hospital

Leader Dogs for the Blind

Lighthouse Emergency Services

Literacy Partners, Inc.

Lutheran Homes of South Carolina

Lutheran Social Services

Mary Hitchcock Memorial Hospital

Mayo Clinic

Methodist Hospital

Michigan Community Blood Centers

National Council of Negro Women

National Foundation for Educational Research

National Geographic Society

National Society for the Prevention of Cruelty to Children

New Avenues to Independence

PeaceHealth People Program Peoples Health Network Perkins School for the Blind **Public Broadcasting Service** (PBS) **River Edge Behavioral Center** Robert Wood Johnson Foundation Royal Victoria Hospital Salvation Army Seattle Mental Health Sierra Club Siskin Children's Institute St. John's Medical Center St. Luke's Roosevelt Hospital St. Mary's Hospital St. Vincent Hospital **STAR Foundation** SWS Sheltered Workshop for the Disabled **Temple University Hospital Texas** Health System The Cara Program The Center for Blood Research The Nature Conservancy The New England Center for Children Trillium Gift of Life Network Turning Point Community Programs U.S. Olympic Committee UAW/Ford Skills Enhancement Program United Way VA Medical Center

Wilson Medical Center

Women and Infants Hospital

World Villages for Children

YMCA