

Adult ED & CEU Courses

Available for Teachers through Applied Educational Systems



COURSE	DESCRIPTION	CEU AMOUNT	COST
PD Accounting	Overview of Business Accounting basics including transactions, accounts, debits and credits, the accounting equation, the double-entry method, the accounting cycle, and financial analysis.	2.25	\$85/3 Month
PD Business Communication	Overview of the principles of communication such as the sender-receiver model. Learn verbal, nonverbal, and collaborative skills for success in the workplace and society.	2.25	\$85/3 Month
PD Business Law	Overview and understanding of illegal and unethical behaviors and the consequences of those actions in business scenarios. Discover where laws come from, how they impact businesses, and the types of legal business entities.	2.25	\$85/3 Month
PD Digital Citizenship	Overview of personal responsibilities in respectful and ethical behavior using digital resources as it pertains to personal and workplace digital communications, cyberbullying and digital footprint.	2.25	\$85/3 Month
PD Electronic Calendars	Overview about living online with an introduction to calendar applications. An online application that can help communicate and organize busy lives.	2.25	\$85/3 Month
PD Email	Overview about living online with an introduction to email applications. An online application that can help communicate and organize busy lives.	2.25	\$85/3 Month
PD Google Applications	Overview of Google Docs, Sheets, and Slides; including an exploration of the common user interface and help features. An overview of Google Drive is also included.	2.25	\$85/3 Month
PD Keyboarding	Overview of proper posture while sitting at a computer, touch typing, and the keys of a computer keyboard.	2.25	\$85/3 Month

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COURSE	DESCRIPTION	CEU AMOUNT	COST
PD Management	Overview of the fundamental functions of management (Planning, Organizing, Evaluating/Controlling, Leading/Directing), types of organizational structures of businesses, characteristics of a good manager, and how to manage in certain situations.	2.25	\$85/3 Month
PD Marketing	Overview of the principles of marketing, product planning, and pricing and promotion strategies. Students explore customer relations, market segmentation, product life cycle, product mix, branding, product packaging, pricing, promotion & distribution.	2.25	\$85/3 Month
PD Microsoft	Overview of the purpose and uses of each Microsoft Office application. Students will practice opening and downloading applications, saving files, and explore the Microsoft Help system.	2.25	\$85/3 Month
PD Web Research	Overview of how the Internet and World Wide Web work. They learn about different methods for searching for and evaluating information as well as using it ethically.	2.25	\$85/3 Month

To register:

- **Go to: jcesc.org**
- **Professional Development (drop-down)**
- **Prof. Dev./Community Education**
- **Register Online**

Questions?

vla@jcesc.org

or

740.283.3347