

Attention: Kelly

AGREEMENT TO OFFER ONLINE COURSES

THIS AGREEMENT TO OFFER ONLINE COURSES (Agreement) is entered into, as of December 1, 2010 (the "Effective Date"), by and between Education To Go, PO Box 760, Temecula, California, 92593-0760 and Highland Community College - IL, 2998 W. Pearl City Road Freeport, IL 61032 ("Partner").

RECITALS:

WHEREAS, Education To Go develops, designs, produces and distributes online educational courses and content for Web-based Training (WBT) and instruction delivered via the Internet;

WHEREAS, Partner is an academic, educational or other training institution or a business or community organization interested in offering online educational courses produced by Education To Go for Partner's students, trainees, members or employees (collectively "Students"); and

WHEREAS, Education To Go is willing to provide online educational courses to Partner for Students on the terms and conditions hereinafter contained,

NOW, THEREFORE, Partner and Contractor agree as follows:

- Courses.** At Partner's request, Education To Go will make available to Partner, to offer to Students, online education courses (Courses) available through Education To Go, including course materials, online instructors, course hosting and evaluation (the "Courses"). Courses are more fully described on Exhibit A, attached hereto and made a part hereof. Courses are listed in Education To Go's catalog which is updated periodically as new Courses are announced and added to Education To Go's offerings.
- Price and Payment.** Course prices to Partner, and payment terms, are set forth in Exhibit A. Prices charged to Partner by Education To Go are subject to change upon one hundred twenty (120) days' notice. Partner may determine its own prices to charge Students for Courses.
- Costs.** Education To Go shall be responsible for the costs incurred for producing and delivering the Courses via the Internet. The Students shall be responsible for any costs incurred for the purpose of receiving the Courses, including, but not limited to, the costs for hardware, software, Internet access and telephone charges.
- Ownership of Intellectual Property.** Education To Go shall retain all title, copyright, trade secrets, patents, trademarks and other proprietary rights in the Courses and all modifications, enhancements, and other works derivative of the Courses. Partner shall not acquire any rights, expressed or implied, in the Courses or modifications, enhancements or works derivative of the Courses, other than those rights identified in this Agreement. Education To Go shall retain all right, title and interest to all trademarks, trade names and logos used by Education To Go in association with the Courses. Partner shall not claim or receive any ownership rights to the Courses or such trademarks, trade names or logos. The Courses, or any portion thereof, may not be reproduced, duplicated, copied, sold, resold or otherwise exploited for any commercial purpose without the prior written consent of Education To Go.
- Partner Trademarks.** Partner agrees that, during the term of this Agreement, Education To Go may include Partner in Education To Go's partner listings and may place Partner's name and logo, if requested, on Education To Go's Online Instruction Center Web site and in collateral marketing materials relating to Education To Go's products and services. Partner hereby grants Education To Go the right to use Partner's trademarks (name and logo only) designated by Partner for such uses, subject to Partner's trademark/logo usage guidelines, if any, provided by Partner to Education To Go.
- Advertising.** Education To Go hereby grants Partner permission to use Education To Go's name and qualifications, its Course descriptions and the names, likenesses and biographies of its instructors for Partner to use in advertising or promoting the Courses.
- Marketing Support.** Education To Go will provide Partner with marketing materials and assistance to promote Courses and Programs as determined by Education To Go.
- Marketing Requirements.** Partners shall promote Education to Go courses. Partner shall promote Education to Go courses on Partner's Web Site including, at a minimum, a link to course listings and student enrollment. As part of an effective marketing

50% SRN

program. Partner should offer at least seventy-five percent (75%) of Education To Go's course catalog for a minimum of eight (8) months (sections) each year. As such, Partner should dedicate a minimum of ten to twenty percent (10-20%) per edition of Partner's promotional catalog(s) to Education To Go courses. If a print catalog is not part of Partner's normal marketing efforts, Partner shall prominently list Education To Go courses on Partner's Web Site.

9. **Taxes.** Partner shall be responsible for collecting applicable federal, state, local and other taxes applicable to its purchase, sale or use of the Courses.

10. **Term and Termination.** This Agreement shall commence upon the Effective Date and shall continue until terminated hereunder as follows:

- a. Upon thirty (30) days' prior written notice to the other party, either party may terminate any of the Course types. Any such notice shall specify which type of Course is being terminated. Termination of a Course type shall not alter or affect any obligation of Partner to pay for Courses previously provided under this Agreement. Upon termination of a particular Course type, Partner shall cease all marketing of the Courses within such Course type, and shall return to Education To Go all print materials, software, passwords, code and other information supplied by Education To Go, or a third party, in connection with the Courses which are within the terminated Course type. Termination of a particular Course type hereunder shall not affect the remainder of this Agreement.
- b. Either party may terminate this entire Agreement upon thirty (30) days' prior written notice to the other party. Termination does not alter or affect any obligation of Partner to pay for Courses previously provided under this Agreement. Upon the expiration or termination of this Agreement, Partner shall cease all marketing of the Courses and return to Education To Go all print materials, software, passwords, code and other information supplied by Education To Go, or a third party, in connection with the Courses or this Agreement.
- c. Partner will undergo an annual review by Education To Go support staff to verify program eligibility. Education To Go may terminate this Agreement if Education To Go determines that: Partner is not devoting a sufficient amount of catalog space to the Courses; Partner is not offering a sufficient number of Courses; or Partner is not adequately supporting the Education To Go online program.

11. **Cancellation.** Education To Go expressly reserves the right to cancel, without prejudice, any Course at any time.

12. **Confidentiality.** Each party acknowledges that, from time to time, each party may receive confidential and proprietary information of the other party ("Confidential Information"). Each party agrees that it will take appropriate steps to protect the other party's Confidential Information from unauthorized disclosure, that, for a period of two (2) years after termination of this Agreement, it will not disclose the other party's Confidential Information to any third party, and that it will not use any of the other party's Confidential Information (other than as authorized by this Agreement) without the prior written consent of the other party. As used herein, the term "Confidential Information" does not include information that (a) is or becomes generally available to the public other than as a result of disclosure by the recipient or anyone to whom the recipient transmits the information, (b) becomes available to the recipient on a non-confidential basis from a source other than the disclosing party who is not bound by a confidentiality agreement with the disclosing party, (c) was known to the recipient or in its possession prior to the date of disclosure by the disclosing party, (d) is furnished by the disclosing party to others with written permission to disclose, (e) is independently developed by the recipient without reference to the Confidential Information, or (f) is required to be disclosed by legal process or rule or regulation. Each party agrees to take all reasonable steps to ensure that the other party's Confidential Information is not disclosed or distributed by its employees or agents in violation of the terms of this Agreement.

13. **Assignment.** This Agreement shall be binding upon the heirs, executors, administrators and permitted assigns of each party, but no assignment by either party shall be binding on either of the parties without the written consent of the other; provided, however, that Education To Go may assign this Agreement without the written consent of Partner to (i) an affiliate of Education To Go, (ii) any party acquiring a controlling share of the capital stock of Education To Go, or (iii) a successor to all or a substantial portion of the business of Education To Go (by way of a sale of assets or by merger, consolidation or otherwise).

14. **Independent Contractors.** The term "Partner" as used herein shall be construed as figurative only and shall not imply or in any way suggest the existence or formation by this Agreement of a partnership, joint venture or any other relationship between the parties that imposes on either of them the legal duties or obligations of the other party. Each party hereto is an independent contractor, not an agent of the other party, and shall not have the ability to legally bind the other party.

15. **Limitation of Liability.** Education To Go shall not be liable for defects in transmission, connectivity, Internet, Internet service provider, virus, interruptions,

disruptions or delays, including those which may be caused by regulatory or judicial authorities. IN NO EVENT SHALL EDUCATION TO GO BE LIABLE IN ANY RESPECT, FOR INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, ACTUAL, PUNITIVE DAMAGES, ARISING OUT OF THIS AGREEMENT OR ACTS OR OMISSIONS IN FULFILLING ITS OBLIGATIONS HEREUNDER.

16. Non-Exclusivity. This Agreement does not give Partner exclusivity to any rights or privileges granted under this Agreement.

17. Force Majeure. Except for the obligation to make payments hereunder, neither party shall be in breach of this Agreement by reason of a cause beyond such party's control, including, but not limited to, earthquake, flood, fire, storm or other natural disaster, acts of God, war or armed conflict.

18. Notices. All notices and other communications under this Agreement must be in writing and will be deemed given (a) when delivered personally, (b) on the fourth business day after being mailed by certified mail, return receipt requested, (c) the next business day after delivery to a recognized overnight courier, or (d) upon transmission and confirmation of receipt by a facsimile operator if sent by facsimile or upon receipt by e-mail transmission at the following addresses or facsimile numbers (or to such other address or facsimile number as such party may have specified by notice given to the other party pursuant to this provision)

19. Law Applicable. This Agreement shall be interpreted according to the laws of the State of California, excluding its conflict of laws provisions which would require the application of the laws of another jurisdiction.

20. Arbitration. All disputes arising from this Agreement shall be submitted to binding private arbitration in Los Angeles, California, in accordance with the rules of the American Arbitration Association. Judgment upon the arbitration award may be entered in any court having jurisdiction thereof. Notwithstanding the foregoing, the parties shall have the right to seek injunctive relief from a court of competent jurisdiction and to conduct discovery relating to any dispute herein.

21. Enforceability; Offset. If any provision contained in this Agreement shall be determined to be invalid, illegal or unenforceable in any respect for any reason, the validity, legality and enforceability of that provision in every other respect and the remaining provisions of this Agreement shall not be in any way impaired. Any amounts owed Education To Go by Partner under this Agreement or otherwise may be offset against amounts owed by Education To Go to Partner.

22. Waivers and Amendments. Any waiver of any term or condition of this Agreement, or any amendment or supplement to this Agreement, shall be effective only if in writing and signed by the parties. In the event of a conflict between a provision of an amendment to this Agreement and the body of this Agreement, the provision contained in the amendment shall prevail. A waiver of any breach or failure to enforce any terms or conditions of this Agreement shall not in any way affect, limit or waive any other term or provision or a party's rights under this Agreement at any time to enforce strict compliance thereafter with every term or condition of this Agreement.

23. Entire Agreement. This Agreement, including any addenda and exhibits attached hereto and made a part hereof, comprises the entire agreement and understanding of the parties regarding the subject matter hereof and supersedes any and all prior and contemporaneous agreements and understanding, whether oral or written, between the parties regarding such subject matter. Each party acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by either party, or by anyone acting on the behalf of either party, which are not embodied herein.

24. No Third Party Rights. Nothing contained in this Agreement is intended or shall be construed to give any person, other than the parties hereto, any legal or equitable right, remedy or claim under this Agreement or any provision contained herein other than as specified in this Agreement.

25. Counterparts. This Agreement may be executed in any number of counterparts. Each counterpart shall be deemed to be an original instrument, but all counterparts together shall constitute but one agreement. A counterpart of this Agreement signed and transmitted by facsimile or other electronic means shall be treated as an original, executed document.

IN WITNESS WHEREOF, the authorized signatories of each party hereto have executed this Agreement as of the date first above written.

EDUCATION TO GO

Highland Community College - IL

By:

By:

Scott R. Anderson

Printed Name:

Printed Name:

Scott R. Anderson

Title:

Title:

Dean of Business & Technology

EXHIBIT A

EDUCATION TO GO ONLINE COURSES

Education To Go will make available to Partner to offer to Students online courses (Courses) including course materials, online instructors, course hosting and evaluation. Education To Go will host the Courses on Education To Go's website through a portal accessed through Partner's own website. Partner's online account will be established by Education To Go and reviewed by the Partner for final approval. An Online Instruction Center, Online Administration Center and Classroom will be created for Partner's account.

1. **Price.** The price to Partner of each Instructor Facilitated Short Course is indicated on the Price List Addendum, which is attached hereto and made a part of this Exhibit A. Partner may determine its own fees charged Students for Instructor Facilitated Short Courses. Education To Go's online catalog is updated periodically as new Courses are announced and added to Education To Go's offerings. Collection of Course fees from students is the responsibility of Partner.
2. **Payment.** Partner shall pay Education To Go for each paid Student enrollment, upon Education To Go's submission of the following: (a) a dated invoice showing the total amount due for each Course (calculated on a per Student basis for each Student enrolled in the Course); and (b) a roster verifying the names of Students receiving online course instruction. Partner shall make payment to Education To Go at P.O. Box 36716, Chicago, IL 60694-6716, within thirty (30) days of the date of invoice. Dated invoices will be first submitted after the completion of approximately fifty percent (50%) of Course instruction, which normally occurs within three (3) weeks of commencement.
3. **Refunds.** Education To Go will refund to Partner Education To Go's price of a Course for any Student who drops a Course after enrollment, but before completion, and explains in writing his or her dissatisfaction with the Course, provided Partner also refunds an equal amount to the Student. The Student dropping the Course shall do so in conformity with Partner's stated add/drop and refund policies. Failure of the Student to drop the Course in conformity with these policies shall nullify Education To Go's obligation to pay the refund hereunder. Partner will provide Education To Go with a copy of Partner's stated add/drop and refund policies. Education To Go may, at its discretion, append a copy of said policies to the Course materials in a place and in a manner that Education To Go deems appropriate. In no event shall a Student, either directly or through Partner, be entitled to drop a Course and thereby claim a refund after Education To Go certifies or provides proof of the Student's successful completion of the Course.

Education To Go Online Courses (Exhibit A)

Accept X Decline _____

ACCOUNT ACTIVATION FORM

Please provide the appropriate information below for the person who will be managing this program.

Institution: Highland Community College - IL

Department: Business Institute

First Name: Scott I

Last Name: Anderson

Phone Number: 815-599-3604

E-mail Address: scott.anderson

Online Courses – Site Set Up

To create your web site for online courses, you need to select a unique Web address for your institution. The name you choose should be short and easy to remember. This name must be no shorter than two (2) characters and no longer than ten (10) characters. The name cannot contain any punctuation marks or spaces, and must be all lower-case.

? Choose Your Web name: <http://www.ed2go.com/> highland

Choose Your Password:

Choose Your Retail Pricing:

☒ \$89

☐ \$95

☐ Other:

Choose Your Start Date: (Check the month you plan to begin offering courses)

☐ January

☐ February

☒ March

☐ April

☐ May

☐ June

☐ July

☐ August

☐ September

☐ October

☐ November

☐ December

Choose one of the following methods to return this form along with the Agreement(s) to Education To Go:

Mail: Education To Go, P.O. Box 760, Temecula, CA 92593-0760

Fax: 951-346-9540

E-mail: malena.schiltz@cengage.com

(Keep a copy of this information for your records)

Online Enrollment & Payment Services Agreement For Online Courses

A. Customer and Service Information

1. Customer Information:

Institution: Highland Community College - IL

Web Address: http://www.ed2go.com/

Contact: Scott R. Anderson

Address: 2998 West Pearl City Road

City: Freeport, IL

Phone: 815-599-3604

Fax: 815-599-3625

e-mail: scott.anderson @ highland . edu

Make Remittance Payable to: Highland Community College

2. Service Information:

Online enrollment and Payment Service

\$2.25/enrollment

The charge above covers the cost of bank processing fees and other services related to credit card processing and paid by Education To Go. Monthly Invoiced.

3. Service Selection:

Online Enrollment and Payment Service

☒ Yes ☐ No

Education To Go

P.O. Box 760, Temecula, CA 92593-0760
Voice: 800.701.8755 • Fax: 951.346 9540

Online Enrollment & Payment Services Agreement For Online Courses

B. RECITALS

THIS Online Enrollment & Payment Services Agreement (hereinafter, "Agreement") is entered into, by and between Education To Go, a division of Cengage Learning (hereinafter, "ETG") and the customer referenced in section A (hereinafter, "Customer").

WHEREAS, ETG is a company located in the State of California which in part provides online learning services to Customer's students (hereinafter, "Enrollees") on behalf of Customer,

WHEREAS, ETG has developed or is in the process of developing online enrollment and payment services which are used to collect enrollment payments from Enrollees on behalf of Customer,

WHEREAS, Customer is an organization described in Section A, which desires online enrollment and payment services,

NOW, THEREFORE, the parties agree as follows:

C. SERVICES AGREEMENT

1. Payments.

A: In consideration of the use and additional accommodations granted herein, Customer agrees to pay the sum indicated in Section A, Subsection 2 for each enrollment payment received from an Enrollee.

B: On a monthly basis, ETG will remit to Customer all gross enrollment fees collected from Enrollees on Customer's behalf.

C: If ETG and Customer agree to honor a refund request from an Enrollee, ETG will credit the account of Enrollee for the amount of the refund. In the event that Customer was billed for any amount that was refunded to an Enrollee, ETG will issue a credit memo to Customer. In the event that Customer has received enrollment fees which were later refunded by ETG on Customer's behalf, Customer agrees to return the refunded enrollment fees to ETG upon ETG's written request.

2. **Limitation of Liability.** ETG is not responsible whatsoever under this Agreement for problems that may arise due to Internet service limitations or interruptions of service that are outside the control of ETG including, for example, power failures; communication failures; bandwidth congestion; service interruptions; unauthorized access; failures caused by viruses, worms, or other malevolent code or individuals; unauthorized access; or acts of God.

D. MISCELLANEOUS TERMS

1. **Amendments.** This Agreement shall not be modified or altered except in writing and with the signature of Customer and an authorized representative of ETG.

2. **Applicable Law.** The laws of the State of California shall govern this agreement.

3. **Notices.** Any notices given under this Agreement shall be in writing and shall be deemed given when:

- (a) Delivered in person,
- (b) Transmitted by facsimile (with written confirmation of successful transmission), or
- (c) Five (5) days after being deposited in the United States mail, postage prepaid, registered or certified mail, addressed as follows:

If to ETG:

Education To Go
PO Box 760
Temecula, CA 92593-0760

If to Customer:

Address indicated in section A, subsection 1.

4. **Dispute Resolution.** If any dispute arises under this agreement and attempts to resolve the dispute for twenty (20) days subsequent to notification of the dispute by one party to the other are unsuccessful, the parties shall resolve the dispute by binding arbitration by a single arbitrator in the State of California under the rules of the American Arbitration Association. The award of the arbitrator shall be enforceable under any court having jurisdiction hereof. The fees associated with the arbitration shall be borne equally by the parties.

5. **Severability.** If any term or provision of this agreement shall be found to be illegal or unenforceable, then, notwithstanding, it will be enforced to the maximum extent permissible, and the legality and enforceability of the other provisions of this Agreement will not be affected. It is expressly understood and agreed that each and every provision of this agreement that provides for a limitation of liability or limited warranty is intended by the parties to be severable and independent of any other provision and to be enforced as such.

6. **Breach.** No consent by either party to, or waiver of, a breach of this Agreement by the other party, whether express or implied, shall constitute consent to, waiver of, or excuse for any other different, continuing or subsequent breach.

The parties represent and warrant that they have full corporate power and authority to execute and deliver this Agreement and to perform their obligations hereunder and that the person whose signature appears below is duly authorized to enter into this Agreement on behalf of the party of whom he or she represents.

In Witness Whereof, Highland Community College - IL has entered into this Agreement as of date set forth below

Scott R. Anderson

Representative Name/Title (printed)

Scott R. Anderson

Representative Signature

1-27-11

Date

AGREEMENT TO OFFER ONLINE COURSES

THIS AGREEMENT TO OFFER ONLINE COURSES (Agreement) is entered into, as of December 1, 2010 (the "Effective Date"), by and between Education To Go, PO Box 760, Temecula, California, 92593-0760 and Highland Community College - IL, 2998 W. Pearl City Road Freeport, IL 61032 ("Partner").

RECITALS:

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WHEREAS, Partner is an academic, educational or other training institution or a business or community organization interested in offering online educational courses produced by Education To Go for Partner's students, trainees, members or employees (collectively "Students"); and

WHEREAS, Education To Go is willing to provide online educational courses to Partner for Students on the terms and conditions hereinafter contained,

NOW, THEREFORE, Partner and Contractor agree as follows:

- Courses.** At Partner's request, Education To Go will make available to Partner, to offer to Students, online education courses (Courses) available through Education To Go, including course materials, online instructors, course hosting and evaluation (the "Courses"). Courses are more fully described on Exhibit A, attached hereto and made a part hereof. Courses are listed in Education To Go's catalog which is updated periodically as new Courses are announced and added to Education To Go's offerings.
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- Ownership of Intellectual Property.** Education To Go shall retain all title, copyright, trade secrets, patents, trademarks and other proprietary rights in the Courses and all modifications, enhancements, and other works derivative of the Courses. Partner shall not acquire any rights, expressed or implied, in the Courses or modifications, enhancements or works derivative of the Courses, other than those rights identified in this Agreement. Education To Go shall retain all right, title and interest to all trademarks, trade names and logos used by Education To Go in association with the Courses. Partner shall not claim or receive any ownership rights to the Courses or such trademarks, trade names or logos. The Courses, or any portion thereof, may not be reproduced, duplicated, copied, sold, resold or otherwise exploited for any commercial purpose without the prior written consent of Education To Go.
- Partner Trademarks.** Partner agrees that, during the term of this Agreement, Education To Go may include Partner in Education To Go's partner listings and may place Partner's name and logo, if requested, on Education To Go's Online Instruction Center Web site and in collateral marketing materials relating to Education To Go's products and services. Partner hereby grants Education To Go the right to use Partner's trademarks (name and logo only) designated by Partner for such uses, subject to Partner's trademark/logo usage guidelines, if any, provided by Partner to Education To Go.
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17. **Force Majeure.** Except for the obligation to make payments hereunder, neither party shall be in breach of this Agreement by reason of a cause beyond such party's control, including, but not limited to, earthquake, flood, fire, storm or other natural disaster, acts of God, war or armed conflict.
18. **Notices.** All notices and other communications under this Agreement must be in writing and will be deemed given (a) when delivered personally, (b) on the fourth business day after being mailed by certified mail, return receipt requested, (c) the next business day after delivery to a recognized overnight courier, or (d) upon transmission and confirmation of receipt by a facsimile operator if sent by facsimile or upon receipt by e-mail transmission at the following addresses or facsimile numbers (or to such other address or facsimile number as such party may have specified by notice given to the other party pursuant to this provision)
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22. **Waivers and Amendments.** Any waiver of any term or condition of this Agreement, or any amendment or supplement to this Agreement, shall be effective only if in writing and signed by the parties. In the event of a conflict between a provision of an amendment to this Agreement and the body of this Agreement, the provision contained in the amendment shall prevail. A waiver of any breach or failure to enforce any terms or conditions of this Agreement shall not in any way affect, limit or waive any other term or provision or a party's rights under this Agreement at any time to enforce strict compliance thereafter with every term or condition of this Agreement.
23. **Entire Agreement.** This Agreement, including any addenda and exhibits attached hereto and made a part hereof, comprises the entire agreement and understanding of the parties regarding the subject matter hereof and supersedes any and all prior and contemporaneous agreements and understanding, whether oral or written, between the parties regarding such subject matter. Each party acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by either party, or by anyone acting on the behalf of either party, which are not embodied herein.
24. **No Third Party Rights.** Nothing contained in this Agreement is intended or shall be construed to give any person, other than the parties hereto, any legal or equitable right, remedy or claim under this Agreement or any provision contained herein other than as specified in this Agreement.
25. **Counterparts.** This Agreement may be executed in any number of counterparts. Each counterpart shall be deemed to be an original instrument, but all counterparts together shall constitute but one agreement. A counterpart of this Agreement signed and transmitted by facsimile or other electronic means shall be treated as an original, executed document.

IN WITNESS WHEREOF, the authorized signatories of each party hereto have executed this Agreement as of the date first above written.

EDUCATION TO GO

Highland Community College - IL

By:

By:

Scott R. Anderson

Printed Name:

Printed Name:

Scott R. Anderson

Title:

Title:

Dean of Business & Technology

EXHIBIT A

EDUCATION TO GO ONLINE COURSES

Education To Go will make available to Partner to offer to Students online courses (Courses) including course materials, online instructors, course hosting and evaluation. Education To Go will host the Courses on Education To Go's website through a portal accessed through Partner's own website. Partner's online account will be established by Education To Go and reviewed by the Partner for final approval. An Online Instruction Center, Online Administration Center and Classroom will be created for Partner's account.

1. **Price.** The price to Partner of each Instructor Facilitated Short Course is indicated on the Price List Addendum, which is attached hereto and made a part of this Exhibit A. Partner may determine its own fees charged Students for Instructor Facilitated Short Courses. Education To Go's online catalog is updated periodically as new Courses are announced and added to Education To Go's offerings. Collection of Course fees from students is the responsibility of Partner.
2. **Payment.** Partner shall pay Education To Go for each paid Student enrollment, upon Education To Go's submission of the following: (a) a dated invoice showing the total amount due for each Course (calculated on a per Student basis for each Student enrolled in the Course); and (b) a roster verifying the names of Students receiving online course instruction. Partner shall make payment to Education To Go at P.O. Box 36716, Chicago, IL 60694-6716, within thirty (30) days of the date of invoice. Dated invoices will be first submitted after the completion of approximately fifty percent (50%) of Course instruction, which normally occurs within three (3) weeks of commencement.
3. **Refunds.** Education To Go will refund to Partner Education To Go's price of a Course for any Student who drops a Course after enrollment, but before completion, and explains in writing his or her dissatisfaction with the Course, provided Partner also refunds an equal amount to the Student. The Student dropping the Course shall do so in conformity with Partner's stated add/drop and refund policies. Failure of the Student to drop the Course in conformity with these policies shall nullify Education To Go's obligation to pay the refund hereunder. Partner will provide Education To Go with a copy of Partner's stated add/drop and refund policies. Education To Go may, at its discretion, append a copy of said policies to the Course materials in a place and in a manner that Education To Go deems appropriate. In no event shall a Student, either directly or through Partner, be entitled to drop a Course and thereby claim a refund after Education To Go certifies or provides proof of the Student's successful completion of the Course.

Education To Go Online Courses (Exhibit A)

Accept X Decline

ACCOUNT ACTIVATION FORM

Please provide the appropriate information below for the person who will be managing this program.

Institution: Highland Community College - IL

Department: Business Institute

First Name: Scott

Last Name: Anderson


Phone Number: 815-599-3604

E-mail Address: scott.anderson

Online Courses – Site Set Up

To create your web site for online courses, you need to select a unique Web address for your institution. The name you choose should be short and easy to remember. This name must be no shorter than two (2) characters and no longer than ten (10) characters. The name cannot contain any punctuation marks or spaces, and must be all lower-case.

? Choose Your Web name: <http://www.ed2go.com/highland>

Choose Your Password: 

Choose Your Retail Pricing: ☒ \$89 ☐ \$95 ☐ Other:

Choose Your Start Date: (Check the month you plan to begin offering courses)

☐ January ☐ February ☒ March ☐ April ☐ May ☐ June
☐ July ☐ August ☐ September ☐ October ☐ November ☐ December

Choose one of the following methods to return this form along with the Agreement(s) to Education To Go:

Mail: Education To Go, P.O. Box 760, Temecula, CA 92593-0760

Fax: 951-346-9540

E-mail: malena.schiltz@cengage.com

(Keep a copy of this information for your records)

Online Enrollment & Payment Services Agreement For Online Courses

B. RECITALS

THIS Online Enrollment & Payment Services Agreement (hereinafter, "Agreement") is entered into, by and between Education To Go, a division of Cengage Learning (hereinafter, "ETG") and the customer referenced in section A (hereinafter, "Customer").

WHEREAS, ETG is a company located in the State of California which in part provides online learning services to Customer's students (hereinafter, "Enrollees") on behalf of Customer,

WHEREAS, ETG has developed or is in the process of developing online enrollment and payment services which are used to collect enrollment payments from Enrollees on behalf of Customer,

WHEREAS, Customer is an organization described in Section A, which desires online enrollment and payment services,

NOW, THEREFORE, the parties agree as follows:

C. SERVICES AGREEMENT

1. Payments.

A: In consideration of the use and additional accommodations granted herein, Customer agrees to pay the sum indicated in Section A, Subsection 2 for each enrollment payment received from an Enrollee.

B: On a monthly basis, ETG will remit to Customer all gross enrollment fees collected from Enrollees on Customer's behalf.

C: If ETG and Customer agree to honor a refund request from an Enrollee, ETG will credit the account of Enrollee for the amount of the refund. In the event that Customer was billed for any amount that was refunded to an Enrollee, ETG will issue a credit memo to Customer. In the event that Customer has received enrollment fees which were later refunded by ETG on Customer's behalf, Customer agrees to return the refunded enrollment fees to ETG upon ETG's written request.

2. Limitation of Liability. ETG is not responsible whatsoever under this Agreement for problems that may arise due to Internet service limitations or interruptions of service that are outside the control of ETG including, for example, power failures; communication failures; bandwidth congestion; service interruptions; unauthorized access; failures caused by viruses, worms, or other malevolent code or individuals; unauthorized access; or acts of God.

D. MISCELLANEOUS TERMS

1. Amendments. This Agreement shall not be modified or altered except in writing and with the signature of Customer and an authorized representative of ETG.

2. Applicable Law. The laws of the State of California shall govern this agreement.

3. Notices. Any notices given under this Agreement shall be in writing and shall be deemed given when:

- (a) Delivered in person,
- (b) Transmitted by facsimile (with written confirmation of successful transmission), or
- (c) Five (5) days after being deposited in the United States mail, postage prepaid, registered or certified mail, addressed as follows:

If to ETG:

Education To Go
PO Box 760
Temecula, CA 92593-0760

If to Customer:

Address indicated in section A, subsection 1.

4. Dispute Resolution. If any dispute arises under this agreement and attempts to resolve the dispute for twenty (20) days subsequent to notification of the dispute by one party to the other are unsuccessful, the parties shall resolve the dispute by binding arbitration by a single arbitrator in the State of California under the rules of the American Arbitration Association. The award of the arbitrator shall be enforceable under any court having jurisdiction hereof. The fees associated with the arbitration shall be borne equally by the parties.

5. Severability. If any term or provision of this agreement shall be found to be illegal or unenforceable, then, notwithstanding, it will be enforced to the maximum extent permissible, and the legality and enforceability of the other provisions of this Agreement will not be affected. It is expressly understood and agreed that each and every provision of this agreement that provides for a limitation of liability or limited warranty is intended by the parties to be severable and independent of any other provision and to be enforced as such.

6. Breach. No consent by either party to, or waiver of, a breach of this Agreement by the other party, whether express or implied, shall constitute consent to, waiver of, or excuse for any other different, continuing or subsequent breach.

The parties represent and warrant that they have full corporate power and authority to execute and deliver this Agreement and to perform their obligations hereunder and that the person whose signature appears below is duly authorized to enter into this Agreement on behalf of the party of whom he or she represents.

In Witness Whereof, Highland Community College - IL has entered into this Agreement as of date set forth below

Scott R. Anderson

Representative Name/Title (printed)

Scott R. Anderson

Representative Signature

1-27-11

Date

Online Enrollment & Payment Services Agreement For Online Courses

A. Customer and Service Information

1. Customer Information:

Institution: Highland Community College - IL

Web Address: http://www.ed2go.com/

Contact: Scott R. Anderson

Address: 2998 West Pearl City Road

City: Freeport, IL

Phone: 815-599-3604 Fax: 815-599-3625

e-mail: scott.anderson @ highland . edu

Make Remittance Payable to: Highland Community College

2. Service Information:

Online enrollment and Payment Service

\$2.25/enrollment

The charge above covers the cost of bank processing fees and other services related to credit card processing and paid by Education To Go. Monthly Invoiced.

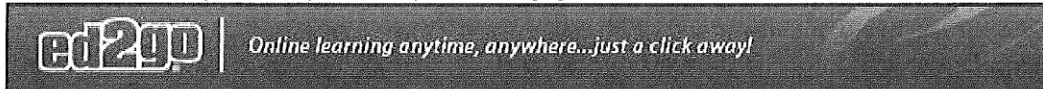
3. Service Selection:

Online Enrollment and Payment Service

☒ Yes ☐ No

Education To Go

P.O. Box 760, Temecula, CA 92593-0760
Voice: 800.701.8755 • Fax: 951.346 9540



Dear Valued Partner,

We are writing to inform you of a few important changes to our online Instructor-Led Courses and Career Training Programs:

- Effective with the January 2013 session, six-week Instructor-Led Courses with a current wholesale price of \$60 will change to \$65.
- Effective January 1, 2013, the wholesale price of a select number of Career Training Programs will increase.
- We've restructured the revenue share amounts to provide partners a greater revenue share on a number of programs.

Why are these changes being made?

We last increased prices three years ago. In this economic climate we've been working hard to hold down costs and implement new product and service initiatives that will have a positive impact on your operation, and enhance the learning experience for students.

One of our highest priorities has always been expanding the ed2go course catalog. During this period, we developed and delivered over *one hundred* new high-quality, engaging Instructor-Led Courses and roughly *thirty* in-demand Career Training Programs, both of which have seen solid growth across the board. Additionally, with recent updates to ed2go-Pro, we've expanded your current offerings with more than 3,000 Self-Paced Tutorials.

Beyond our traditional product/service offerings, we've introduced unique new programs over the past 15 months that address new opportunities with underserved populations in your service area. Enrollments in Career Online High School, **ReadyMATH**, and High School Credit Recovery programs are on the rise, and expected to grow significantly. We want our partners to be in the best position to support these students with robust learning solutions.

What Instructor-Led Course changes will be made?

Effective with the January 2013 session, Instructor-Led Courses with a current wholesale price of \$60 will increase to \$65. Certification prep courses and Allegra health care courses are not undergoing any changes.

Our focus has always been on providing a great selection of the highest-quality courses at affordable prices with great service. We want to make it easier for you to run your ed2go program and pursue new online learning opportunities. We understand the need to hold down costs for partners and the students you serve. At the same time, we've invested in numerous developments that we believe will drive your enrollment and recruiting efforts, and assist you in better managing your ed2go program. For example:

- Enhanced online search and lead-generation that complement and expand your print advertising efforts
- Increased student communications, including start date reminders and new course announcements that drive significant new enrollments and verification rates (paid enrollments)
- Upgraded tracking and reporting and new enhanced administrative tools
- Expanded selection of standard and customized marketing collateral
- Expanded support for Workforce and Military funded students
- Increased staffing for Partner Help Desk and Student Support Services
- Coming soon, a new catalog management tool for Instructor-Led Courses that features a Bulk Edit tool, designed to speed up manual processes, such as global price changes. [Click here](#) for more information on the catalog management tool, or view training webinar dates [here](#).

You can view a 2013 ed2go Instructor-Led Courses price list [here](#).

What Career Training Program changes will be made?

Beginning January 1, 2013, the SRP of select Career Training Programs will increase. At the same time, so will your share of the revenue.

- 70 programs - including many of our most popular offerings - are not changing, e.g., Pharmacy Technician, Administrative Medical Specialist with Medical Billing and Coding and Clinical Dental Assistant.
- 39 programs - that accounts for more than 25% of all enrollments - will not have a price change. However, the partner revenue share will increase from \$300 to \$400. This includes popular programs like Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology and Web Applications Developer.
- Less than half of the programs are increasing by \$100 or \$200.

View the Career Training Program price list by alphabetical title [here](#).

View the Career Training Program by revenue share potential [here](#).

What do I do next?

All updates to the cost and SRP in both the Instructor-Led Courses and Career Training Programs catalog will be updated automatically. If you wish to change your retail price for the Instructor-Led Courses, the new catalog management tool (available in a few weeks) will give you the ability to change prices on a global basis and for selected months. The January 2013 session for Instructor-Led courses will be available for enrollment beginning on October 5. View training dates and times for the new catalog management tool [here](#).

We appreciate having you as a partner. We will continue to work hard to earn your trust and support your efforts to serve your students. Please contact us with any questions. We are always here to help.

With our thanks for your continued support,

Your partners at Education to Go



This email was sent by: **Education To Go**

PO Box 760, Temecula, CA, 92593, USA

To view this email as a web page, click [here](#).
We respect your right to privacy - click [here](#) to view our policy.

[Unsubscribe](#) [Update Profile](#)



Memo of Understanding

Education to Go | A Division of Cengage Learning (Formerly Gatlin Education Services) provides online career certificate programs and Institution desires to make online career certificate programs offered to its students.

Highland Community College - IL and Education to Go "ed2go" hereby agree as follows:

1. Courses. ed2go will make available to Institution to offer to its students online certificate programs, including course materials, online instructors, course hosting and evaluation.
2. ed2go Course Costs. The cost of each ed2go Course is indicated on the Program Cost Sheet, which is attached and made a part of this Memo of Understanding. Collection of ed2go program fees from students is the responsibility of Institution and/or Education to Go. If the institution processes the enrollment, the cost of each ed2go Course shall be paid by Institution to ed2go within thirty (30) days of invoice. If ed2go processes the enrollment, the institution's share will be sent as a check. Prices charged by ed2go for ed2go programs are subject to change upon one hundred twenty (120) days notice. Once a student requests program materials or begins viewing a program, there are no refunds granted.
3. Ownership of Intellectual Property. The programs, associated rights, and all intellectual property which comprise a part of the programs, as well as all marks, logos and trade names used by ed2go and in association with the programs, are owned or licensed by ed2go. Institution shall not claim or receive any ownership rights to the programs or the marks. All of Institution's rights are limited to those provided in this Agreement. Programs or any portion thereof cannot be reproduced, duplicated, copied, sold, resold or otherwise exploited for any commercial purpose without the prior written consent of ed2go.
4. Certificates of Completion. The parties to this Memo of Understanding acknowledge and understand that any student successfully completing a program is to receive a certificate of completion issued by Institution. Institution will timely deliver a certificate of completion to any student completing a program.
5. Marketing. The Institution agrees to dedicate at least one half page or more to ed2go programs in their catalog or publication each semester. ed2go will provide templates to assist the Institution if needed. If a catalog or publication is not part of the Institutions normal marketing procedures, the Institution agrees to ensure the ed2go programs are listed on their website.

Institution: Highland Community College - IL

Signature: Scott R. Anderson

Name: Scott R. Anderson

Title: Dean of Business & Technology

Date: 5-15-14

Please fax this Memo to Malena Piffaut: (951) 346 9540



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2013 Career Training Program - Price List

Business and Professional	Hours	Cost	SRP
Administrative Professional with Microsoft Office 2007 Master	340	\$1695	\$1995
Administrative Professional with Microsoft Office 2010 Master	380	\$1695	\$1995
Administrative Professional with Microsoft Office Specialist 2007 Training	480	\$1995	\$2395
Administrative Professional with Microsoft Office Specialist 2010	460	\$1995	\$2395
Building Analyst Quick Start	60	\$1095	\$1395
Certified Alternative Dispute Resolution Specialist	240	\$2595	\$2995
Certified Bookkeeper	140	\$1695	\$1995
Certified Global Business Professional	160	\$2095	\$2495
Certified Green Supply Chain Professional	60	\$1295	\$1595
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Certified Mediator	120	\$1495	\$1795
Certified Protection Officer	50	\$750	\$850
Certified Residential Interior Designer	120	\$1695	\$1995
Certified Wedding Planner	300	\$1095	\$1395
Chartered Tax Professional	180	\$1595	\$1895
Chartered Tax Professional for California Residents	200	\$1695	\$1995
Child Development Associate Training	120	\$750	\$850
Child Development Associate Training Renewal	45	\$399	\$499
Emergency Management Training for First Responders	300	\$1695	\$1995
Entrepreneurship: Start-Up and Business Owner Management	360	\$1695	\$2095
Event Management and Design	300	\$1695	\$1995
Fitness Business Management	200	\$2195	\$2595
Freight Broker/Agent Training	150	\$1595	\$1895
Grant Writing	300	\$1895	\$2295
Graphic Design with Photoshop CS4	200	\$1495	\$1795
Graphic Design With Photoshop CS5 Training	200	\$1695	\$1995
Help Desk Analyst: Tier 1 Support Specialist	120	\$1195	\$1495
Human Resources Professional	120	\$1495	\$1795
Lean Mastery	60	\$1595	\$1895
Legal Secretary	350	\$1895	\$2295
Management for IT Professionals	390	\$1895	\$2295
Management Training	360	\$1895	\$2295
Microsoft Access 2007	120	\$495	\$595
Microsoft Access 2010 Certification Training	120	\$495	\$595
Microsoft Excel 2007	100	\$495	\$595
Microsoft Excel 2010 Certification Training	95	\$495	\$595
Microsoft Office 2007 Master	260	\$1395	\$1695
Microsoft Office 2010 Master Certification Training	300	\$1395	\$1695
Microsoft Office Specialist 2007	400	\$1695	\$1995
Microsoft Office Specialist 2010 (MOS) Certification Training	380	\$1695	\$1995
Microsoft Outlook 2007	40	\$495	\$595
Microsoft Outlook 2010 Certification Training	45	\$495	\$595
Microsoft PowerPoint 2007	60	\$495	\$595
Microsoft PowerPoint 2010 Certification Training	65	\$495	\$595
Microsoft Project 2007	60	\$695	\$795
Microsoft Project 2010	60	\$695	\$795
Microsoft SharePoint 2010 Certification Training	82	\$695	\$795
Microsoft Windows Vista	35	\$495	\$595
Microsoft Word 2007	80	\$495	\$595
Microsoft Word 2010 Certification Training	95	\$495	\$595
Non-Profit Management	300	\$1895	\$2295
Nutrition for Optimal Health, Wellness, and Sports	200	\$2195	\$2595

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2013 Career Training Program - Price List

Paralegal	300	\$1695	\$1995
Pay Per Click Marketing	150	\$1195	\$1495
Payroll Practice and Management	80	\$1495	\$1795
Performing Comprehensive Building Assessments	30	\$795	\$895
Personal Training and Group Exercise Training for Older Adults	200	\$2195	\$2595
Physical Therapy Aide	150	\$1595	\$1895
Principles of Green Buildings	30	\$695	\$795
Professional Bookkeeping with QuickBooks 2010	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2012	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2013	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2013, Software Included	140	\$1695	\$1995
Professional Interpreter	40	\$895	\$995
Project Management	100	\$1395	\$1695
Project Management with Microsoft Project 2007	160	\$1695	\$1995
Project Management with Microsoft Project 2010	160	\$1695	\$1995
Purchasing and Supply Chain Management	300	\$1895	\$2295
Records Management Certificate	180	\$1295	\$1595
Search Engine Marketing	250	\$1595	\$1895
Search Engine Optimization	150	\$1195	\$1495
Senior Certified Sustainability Professional	110	\$2095	\$2495
Six Sigma Black Belt	200	\$2295	\$2695
Six Sigma Green Belt	100	\$1595	\$1895
Start Your Own Business	200	\$1595	\$1895
Technical Writing	80	\$1495	\$1795
Travel Agent Training	250	\$1495	\$1795

Career Online High School

	Hours	Cost	SRP
High School Diploma With Certified Protection Officer Training	750	\$1095	\$1295
High School Diploma With Certified Transportation Services Training	750	\$1095	\$1295
High School Diploma With Child Care Training	750	\$1095	\$1295
High School Diploma with Food and Customer Service Skills Training	750	\$1095	\$1295
High School Diploma With General Career Preparation	750	\$1095	\$1295
High School Diploma With Homeland Security Training	750	\$1095	\$1295
High School Diploma With Office Management Training	750	\$1095	\$1295
High School Diploma with Retail Customer Service Skills Training	750	\$1095	\$1295

Healthcare and Fitness

	Hours	Cost	SRP
Administrative Dental Assistant	150	\$1495	\$1795
Administrative Medical Specialist with Medical Billing and Coding	300	\$1695	\$1995
Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology	360	\$2095	\$2495
Advanced Coding for the Physician's Office	80	\$1295	\$1595
Advanced Hospital Coding and CCS Prep	80	\$1595	\$1895
Advanced Personal Fitness Trainer	400	\$2395	\$2795
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Certified National Pharmaceutical Representative	90	\$1495	\$1795
Certified Personal Trainer	62	\$895	\$995
Clinical Dental Assistant	240	\$1695	\$1995
CompTIA™ Healthcare IT Technician	80	\$1295	\$1595
Emergency Management Training for First Responders	300	\$1695	\$1995
Fitness Business Management	200	\$2195	\$2595
ICD-10 Medical Coding	200	\$1495	\$1795
Medical Billing and Coding	240	\$1495	\$1795
Medical Billing and Coding + Medical Terminology	300	\$1695	\$1995



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2013 Career Training Program - Price List

Medical Terminology	60	\$695	\$795
Medical Transcription	240	\$1495	\$1795
Medical Transcription + Medical Terminology	300	\$1695	\$1995
Nutrition for Optimal Health, Wellness, and Sports	200	\$2195	\$2595
Optician Certification Training	150	\$1595	\$1895
Personal Fitness Trainer	250	\$1895	\$2295
Personal Training and Group Exercise Training for Older Adults	200	\$2195	\$2595
Pharmacy Technician	330	\$1695	\$1995
Physical Therapy Aide	150	\$1595	\$1895
Veterinary Assistant	170	\$1695	\$1995

Hospitality and Service Industry

	Hours	Cost	SRP
Advanced Personal Fitness Trainer	400	\$2395	\$2795
Casino Blackjack Dealer	120	\$1295	\$1595
Casino Poker Dealer	100	\$1295	\$1595
Certified Global Business Professional	160	\$2095	\$2495
Certified Protection Officer	50	\$750	\$850
Certified Wedding Planner	300	\$1095	\$1395
Child Development Associate Training	120	\$750	\$850
Child Development Associate Training Renewal	45	\$399	\$499
Emergency Management Training for First Responders	300	\$1695	\$1995
Fitness Business Management	200	\$2195	\$2595
Food and Customer Service Skills Training	120	\$750	\$850
High School Diploma with Food and Customer Service Skills Training	750	\$1095	\$1295
High School Diploma with Retail Customer Service Skills Training	750	\$1095	\$1295
Personal Fitness Trainer	250	\$1895	\$2295
Personal Training and Group Exercise Training for Older Adults	200	\$2195	\$2595
Retail Customer Service Skills Training	120	\$750	\$850
Travel Agent Training	250	\$1495	\$1795
Video Game Design and Development	500	\$1695	\$1995

IT and Software Development

	Hours	Cost	SRP
3ds max	300	\$1395	\$1695
Administrative Professional with Microsoft Office 2010 Master	380	\$1695	\$1995
Administrative Professional with Microsoft Office Specialist 2007 Training	480	\$1995	\$2395
Administrative Professional with Microsoft Office Specialist 2010	460	\$1995	\$2395
Android Application Developer	120	\$1395	\$1695
AutoCAD 2011	150	\$2195	\$2595
AutoCAD 2011 With AutoCAD 3D	230	\$2895	\$3295
AutoCAD 3D	80	\$1395	\$1695
AutoCAD 3D, Software Included	80	\$1695	\$1995
Cisco® CCNA® Certification Training	150	\$1695	\$1995
CompTIA® A+ Certification Training	230	\$1395	\$1695
CompTIA® Healthcare IT Technician	80	\$1295	\$1595
CompTIA® Network+ Certification Training	80	\$1195	\$1495
CompTIA® Security+ Certification Training	80	\$1195	\$1495
Forensic Computer Examiner	80	\$2695	\$3095
Help Desk Analyst: Tier 1 Support Specialist	120	\$1195	\$1495
iPhone/ iPad (iOS) Application Developer	200	\$1695	\$1995
Management for IT Professionals	390	\$1895	\$2295
Microsoft Access 2007	120	\$495	\$595
Microsoft Access 2010 Certification Training	120	\$495	\$595
Microsoft Certified Solutions Associate (MCSA): Server 2008	275	\$1795	\$2195
Microsoft Certified Solutions Associate (MCSA): SQL Server 2008	220	\$1695	\$1995



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2013 Career Training Program - Price List

Microsoft Certified Solutions Associate (MCSA): Windows 7	200	\$1695	\$1995
Microsoft Excel 2007	100	\$495	\$595
Microsoft Excel 2010 Certification Training	95	\$495	\$595
Microsoft Office 2007 Master	260	\$1395	\$1695
Microsoft Office 2010 Master Certification Training	300	\$1395	\$1695
Microsoft Office Specialist 2007	400	\$1695	\$1995
Microsoft Office Specialist 2010 (MOS) Certification Training	380	\$1695	\$1995
Microsoft Outlook 2007	40	\$495	\$595
Microsoft Outlook 2010 Certification Training	45	\$495	\$595
Microsoft PowerPoint 2007	60	\$495	\$595
Microsoft PowerPoint 2010 Certification Training	65	\$495	\$595
Microsoft SharePoint 2010 Certification Training	82	\$695	\$795
Microsoft Web Developer	240	\$1695	\$1995
Microsoft Windows Vista	35	\$495	\$595
Microsoft Word 2007	80	\$495	\$595
Microsoft Word 2010 Certification Training	95	\$495	\$595
Mobile and Desktop Web Developer	460	\$2595	\$2995
Mobile Web Developer	280	\$1895	\$2295
Pay Per Click Marketing	150	\$1195	\$1495
Search Engine Marketing	250	\$1595	\$1895
Search Engine Optimization	150	\$1195	\$1495
Video Game Design and Development	500	\$1695	\$1995
Web Applications Developer	360	\$1995	\$2395
Webmaster	150	\$1695	\$1995

Management and Corporate

	Hours	Cost	SRP
Building Analyst Quick Start	60	\$1095	\$1395
Certified Alternative Dispute Resolution Specialist	240	\$2595	\$2995
Certified Green Supply Chain Professional	60	\$1295	\$1595
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Certified Mediator	120	\$1495	\$1795
Certified National Pharmaceutical Representative	90	\$1495	\$1795
Emergency Management Training for First Responders	300	\$1695	\$1995
Entrepreneurship: Start-Up and Business Owner Management	360	\$1695	\$2095
Event Management and Design	300	\$1695	\$1995
Fitness Business Management	200	\$2195	\$2595
Grant Writing	300	\$1895	\$2295
Lean Mastery	60	\$1595	\$1895
Legal Secretary	350	\$1895	\$2295
Management for IT Professionals	390	\$1895	\$2295
Management Training	360	\$1895	\$2295
Microsoft Access 2007	120	\$495	\$595
Microsoft Access 2010 Certification Training	120	\$495	\$595
Microsoft Excel 2007	100	\$495	\$595
Microsoft Excel 2010 Certification Training	95	\$495	\$595
Microsoft Office 2007 Master	260	\$1395	\$1695
Microsoft Office 2010 Master Certification Training	300	\$1395	\$1695
Microsoft Outlook 2007	40	\$495	\$595
Microsoft Outlook 2010 Certification Training	45	\$495	\$595
Microsoft PowerPoint 2007	60	\$495	\$595
Microsoft PowerPoint 2010 Certification Training	65	\$495	\$595
Microsoft Project 2007	60	\$695	\$795
Microsoft Project 2010	60	\$695	\$795

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2013 Career Training Program - Price List

Microsoft Windows Vista	35	\$495	\$595
Microsoft Word 2007	80	\$495	\$595
Microsoft Word 2010 Certification Training	95	\$495	\$595
Non-Profit Management	300	\$1895	\$2295
Payroll Practice and Management	80	\$1495	\$1795
Performing Comprehensive Building Assessments	30	\$795	\$895
Personal Training and Group Exercise Training for Older Adults	200	\$2195	\$2595
Principles of Green Buildings	30	\$695	\$795
Professional Bookkeeping with QuickBooks 2012	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2013	140	\$1595	\$1895
Professional Bookkeeping with QuickBooks 2013, Software Included	140	\$1695	\$1995
Project Management	100	\$1395	\$1695
Project Management with Microsoft Project 2007	160	\$1695	\$1995
Project Management with Microsoft Project 2010	160	\$1695	\$1995
Project Management with Microsoft Project 2010	160	\$1695	\$1995
Purchasing and Supply Chain Management	300	\$1895	\$2295
Records Management Certificate	180	\$1295	\$1595
Senior Certified Sustainability Professional	110	\$2095	\$2495
Six Sigma Black Belt	200	\$2295	\$2695
Six Sigma Green Belt	100	\$1595	\$1895
Technical Writing	80	\$1495	\$1795

Media and Design

	Hours	Cost	SRP
3ds max	300	\$1395	\$1695
Certified Residential Interior Designer	120	\$1695	\$1995
Digital Arts Certificate	360	\$5495	\$5995
Event Management and Design	300	\$1695	\$1995
Graphic Design with Photoshop CS4	200	\$1495	\$1795
Graphic Design With Photoshop CS5 Training	200	\$1695	\$1995
Marketing Design Certificate	360	\$5495	\$5995
Multimedia Arts Certificate	360	\$5495	\$5995
Video Game Design and Development	500	\$1695	\$1995
Web Applications Developer	360	\$1995	\$2395
Web Design Certificate	360	\$5495	\$5995
Webmaster	150	\$1695	\$1995

Skilled Trades and Industrial

	Hours	Cost	SRP
Biofuel Production Operations	400	\$2195	\$2595
Building Analyst Quick Start	60	\$1095	\$1395
Carpentry	80	\$1295	\$1595
Certified Green Supply Chain Professional	60	\$1295	\$1595
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Certified Protection Officer	50	\$750	\$850
Chemical Plant Operations	400	\$2195	\$2595
Emergency Management Training for First Responders	300	\$1695	\$1995
Freight Broker/Agent Training	150	\$1595	\$1895
Home Inspection Certificate	200	\$1895	\$2295
HVAC Technician	320	\$2695	\$3095
Natural Gas Plant Operations	400	\$2195	\$2595
Oil Refinery Operations	400	\$2195	\$2595
Paper Mill Operations	400	\$2195	\$2595
Performing Comprehensive Building Assessments	30	\$795	\$895
Power Plant Operations	400	\$2195	\$2595



Learn More

2013 Career Training Program - Price List

Principles of Green Buildings	30	\$695	\$795
Pulp Mill Operations	400	\$2195	\$2595
Senior Certified Sustainability Professional	110	\$2095	\$2495
Solar Power Professional	120	\$1595	\$1895
Wind Energy Professional	240	\$1995	\$2395

Sustainable Energy and Going Green

	Hours	Cost	SRP
Biofuel Production Operations	400	\$2195	\$2595
Building Analyst Quick Start	60	\$1095	\$1395
Certified Green Supply Chain Professional	60	\$1295	\$1595
Certified Indoor Air Quality Manager	16	\$695	\$795
Certified Indoor Environmentalist Prep	32	\$795	\$895
Natural Gas Plant Operations	400	\$2195	\$2595
Performing Comprehensive Building Assessments	30	\$795	\$895
Principles of Green Buildings	30	\$695	\$795
Senior Certified Sustainability Professional	110	\$2095	\$2495
Solar Power Professional	120	\$1595	\$1895
Wind Energy Professional	240	\$1995	\$2395

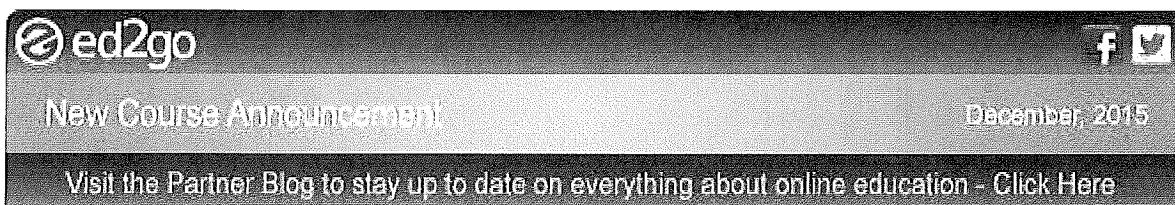
Prices are in U.S. dollars.

03-Oct-2013

Prices and courses are subject to change.

Deb Hayenga - New Instructor-Led Course Bundles

From: "ed2go Partner Help Desk" <partnerhelpdesk@cengage.com>
To: <deb.hayenga@highland.edu>
Date: 12/29/2015 2:00 PM
Subject: New Instructor-Led Course Bundles



Announcing the launch of 11 new course bundles.

New Bundles:

Human Physiology Series

Web Design Value Suite

Creative Writing Value Suite

Speed Spanish Series

Java Programming Series

Microsoft Access 2016 Series

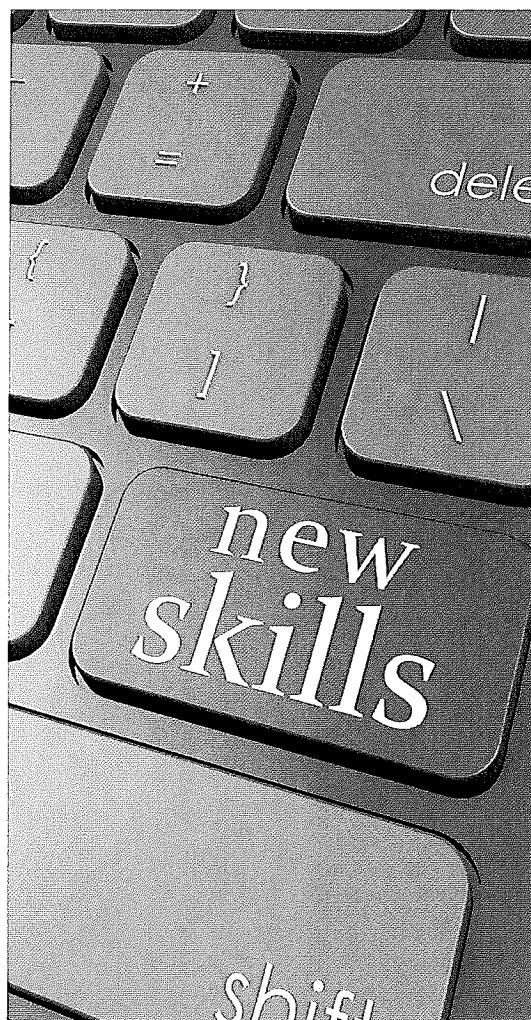
Medical Spanish Series

Workplace Law Essentials Value Suite

Educator's Fundamentals Series

Writing and Editing Value Suite

Adobe Value Suite



Visit the Partner blog for details

For program costs, SRP, availability, hours, and descriptions- [Click Here](#)

These programs are currently available for enrollment. If you have already asked us to add new programs to your catalog, you do not need to do anything. To add these programs to your current listings, go to <https://admin.ed2go.com/Admin.aspx?Page=Catalog>

This email was sent by: **Cengage ed2go** PO Box 760, Temecula, CA 92593 USA

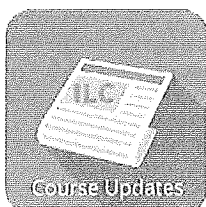
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NEW BUNDLED COURSES

NEWS AND UPDATES

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- Accounting News >
- Cancelled Courses and Programs >
- System Updates >



By ed2go • 22 December, 2015 • Instructor-Led Course Updates, News and Updates

ed2go is pleased to announce the launch of 11 course bundles.

Title: Human Physiology Series

Short Description: Understand the intricacies and inner workings of the human body in this two-part series.

Wholesale: \$114

SRP: \$174

Courses: Human Anatomy and Physiology I, Human Anatomy and Physiology II

Title: Web Design Value Suite

Short Description: Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 Javascript.

Wholesale: \$171

SRP: \$261

Courses: Creating Web Pages, Introduction to CSS3 and HTML5, Introduction to Javascript

Title: Creative Writing Value Suite

Short Description: Spark your creativity and get writing with this group of courses. You'll cover everything from creative writing techniques to editing your work.

Wholesale: \$171

SRP: \$261

Courses: Beginning Writer's Workshop, Writing Essentials, The Keys to Effective Editing

Title: Speed Spanish Series



Short Description: Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency. [Log Into Your Account](#)

Wholesale: \$114

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SRP: \$174

Courses: Speed Spanish, Speed Spanish II

Title: Java Programming Series

Short Description: Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

Wholesale: \$114

SRP: \$174

Courses: Introduction to Java Programming, Intermediate Java Programming

Title: Microsoft Access 2016 Series

Short Description: Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

Wholesale: \$114

SRP: \$174

Courses: Introduction to Microsoft Access 2016, Intermediate Microsoft Access 2016

Title: Medical Spanish Series

Short Description: Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses to learn how to teach Spanish for medical professionals.

Wholesale: \$114

SRP: \$174

Courses: Spanish for Medical Professionals I, Spanish for Medical Professionals II

Title: Workplace Law Essentials Value Suite

Short Description: Whether you're an aspiring paralegal or human resources professional, these online courses will teach you the fundamentals of workplace legalities.

Wholesale: \$114

SRP: \$174

Courses: Employment Law, Workers' Compensation

Title: Educator's Fundamental Series

Short Description: Whether you're a new teacher or a seasoned veteran, these fundamental courses will help you gain control of your classroom and more effectively teach all learner types.



Wholesale: \$171

Log Into Your Account C

SRP: \$261


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[Courses: Solving Classroom Discipline Problems I](#), [Solving Classroom Discipline Problems II](#), [Teaching Students with ADHD](#)
Title: Writing and Editing Value Suite**Short Description:** Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

Wholesale: \$171

SRP: \$261

Courses: Grammar Refresher, Writing Essentials, Effective Business Writing**Title:** Adobe Value Suite**Short Description:** Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches the basics of Adobe's powerful image and graphic design software.

Wholesale: \$171

SRP: \$261

Courses: Introduction to Adobe InDesign CS6, Introduction to Adobe Illustrator CS6, Introduction to Adobe Photoshop CS6

Availability: Immediate-If you have already asked us to add all new ed2go courses to your online catalog, you don't need to do anything. If you would like to request this service, please respond to this e-mail, and we will automatically add this course, and future new courses, at your standard price. This course is available both in the U.S. and internationally.

For more information: To see further details about this course, including the Space Saver, Short, and Long Descriptions, Requirements, and Syllabus, please log in to your ed2go Online Administration Center, click the Catalog link, and then choose the Catalog. Then, simply click the course title. You can also add this title to your catalog there.

Was this helpful?

☒ yes

☐ no

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**Hot Off The Press**

Two Course Updates
 November 15, 2016



Launch Of 2 New Career
 Training Programs
 November 15, 2016



Launch Of 2 New Career
 Training Programs AND
 Catalog Update
 November 7, 2016

READ MORE

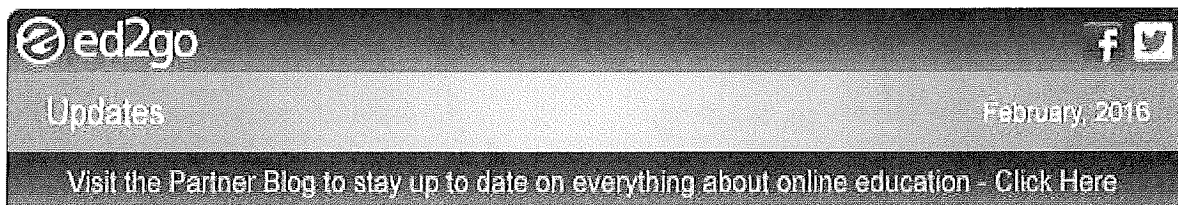
Education To Go (800) 701-8755 x 6

NetCheck Report
Period: 10-16 As of: 10/26/2016

Session	Institution ID	Institution	Student	Course	Amount
20161012	HIGHLAND	Highland Community College- IL	[REDACTED]	[REDACTED]	27.75
Total:					27.75

Deb Hayenga - Updating Retail Prices on Three Programs

From: "ed2go Partner Help Desk" <partnerhelpdesk@cengage.com>
To: <deb.hayenga@highland.edu>
Date: 2/19/2016 4:27 PM
Subject: Updating Retail Prices on Three Programs



ed2go recently announced a reduction in price on three of our Career Training Programs. As a result, your retail pricing needs to be manually adjusted in the Online Administration Center to reflect this new cost. The original communication is listed below for your reference. We've included instructions below for your convenience.

If you've already adjusted your pricing for these courses, no further action is needed.

On March 4th if your retail price is still listed at \$5995 ed2go will automatically change the retail price to \$3295.

Marketing Design Certificate

New Cost: \$2895

New SRP: \$3295

Digital Arts Certificate

New Cost: \$2895

New SRP: \$3295

Multimedia Design Certificate

New Cost: \$2895

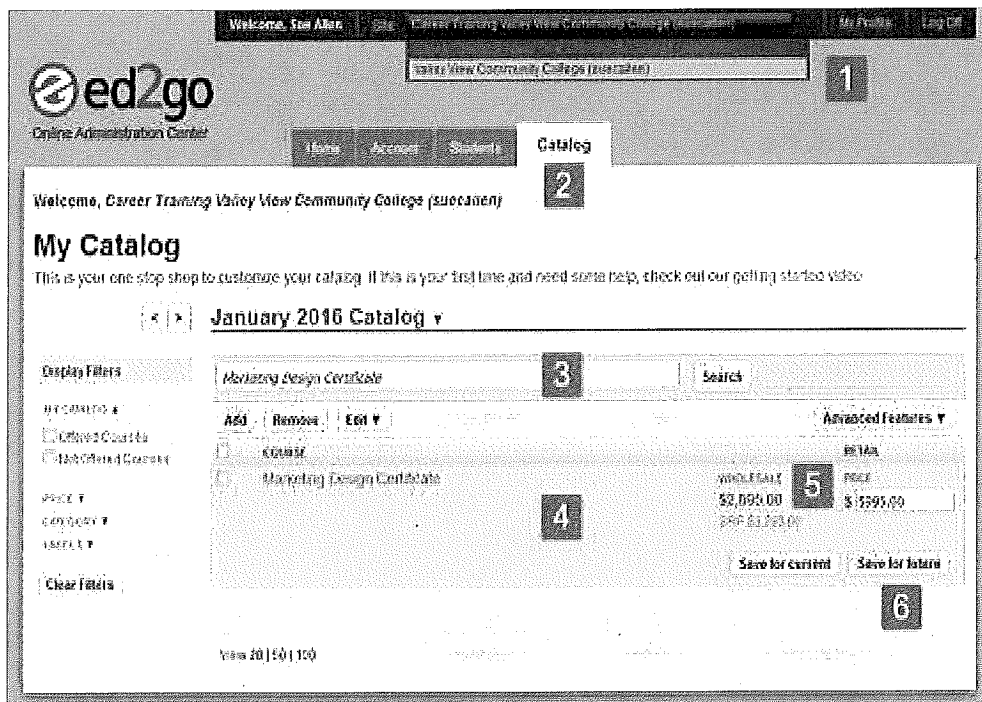
New SRP: \$3295

Updating Prices

Login to admin.ed2go.com

1. Go to your Career Training Program Site - Your Career Training Administration Center will have four tabs across the top. If you see eight then you need to click on the toggle in the upper right hand corner and select the highlighted Career Training site to toggle to the correct admin center.

2. Click the Catalog tab
3. Search for one of the three titles
4. Click the title bar to expand
5. Edit price
6. Click Save for Future



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