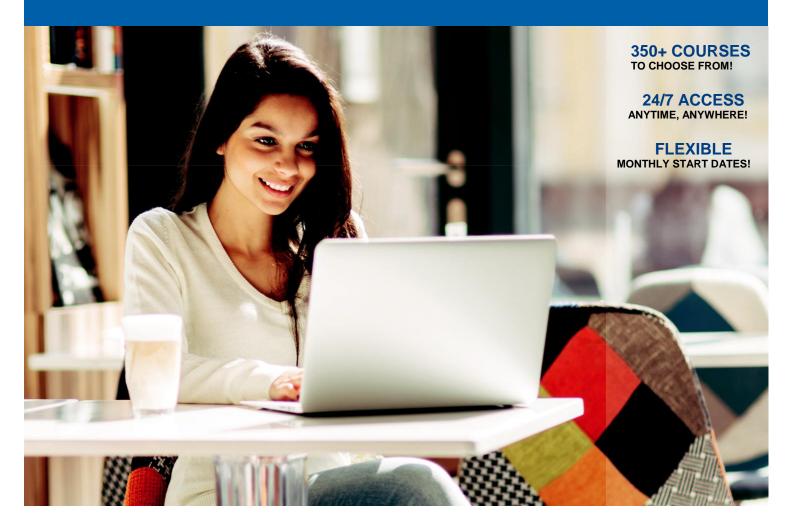
AHP Consulting & Business Solutions, LLC FUNDAMENTALS ONLINE COURSES



COMPLETE YOUR COURSES ANYTIME ANYWHERE!

Our fundamentals online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Instructor-Facilitated 6-week format Flexible Pace Affordable Student Friendly Effective

AHP Consulting & Business Solutions, LLC

For more information or to enroll:

(877) 406-0730 www.ahpcbiz.com

Welcome

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

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of home!

Learn from • 24-Hour Access the comfort • Discussion Areas 6 Week Format

Our online courses are informative, fun, convenient, affordable, and highly interactive. We focus on creating supportive communities for our learners. New course sessions begin monthly.

Complete any of these courses entirely from your home or office and at any time of the day or night.

POPULAR ONLINE COURSES

Accounting Fundamentals Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Project Management Fundamentals Gain the skills you'll need to succeed in the fast-growing field of project management.

Speed Spanish Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

Grammar Refresher Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Beginning Writer's Workshop Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Effective Business Writing Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep

them motivated to continue to the end.

A to Z Grant Writing Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Introduction to Microsoft Excel

Become proficient in using Microsoft Excel and discover how to create worksheets, workbooks,

charts, and graphs quickly and efficiently. Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Intermediate Microsoft Excel Take your Microsoft Excel skills to the next

level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

Creating WordPress Websites Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

Human Anatomy and Physiology

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

SAT/ACT Prep Course

Master the reading, writing, English, and science questions on the ACT and new SAT.

Explore a Career in Medical Coding Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition. treatment, or surgical procedure.

Medical Terminology:

A Word Association Approach Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Visit our website for more courses and view start dates for the courses that interest you!

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6-week format

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ONLINE COURSE CATEGORY TABLE OF CONTENTS

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ARTS AND DESIGN

Creating WordPress Websites Designing Effective Websites **Discover Digital Photography** Drawing for the Absolute Beginner How to Get Started in Game Development Intermediate Dreamweaver CS6 Intermediate InDesign CC Intermediate Photoshop CC Intermediate Photoshop CS5 Intermediate Photoshop CS6 Intermediate WordPress Websites Introduction to Digital Scrapbooking Introduction to Dreamweaver CS6 Introduction to Guitar Introduction to Illustrator CS6 Introduction to InDesign CC Introduction to InDesign CS6 Introduction to Interior **Design Introduction to Lightroom 5** Introduction to Lightroom CC

Introduction to Photoshop CC

Introduction to Photoshop CS5

Introduction to Photoshop CS6

Mastering Your Digital SLR

Camera Music Made Easy

Photographing Nature with Your Digital Camera

Photographing People With Your Digital Camera

Photoshop CC for the Digital Photographer

Photoshop CC for the Digital Photographer II

Photoshop Elements 12 for the Digital Photographer

Photoshop Elements 12 for the Digital Photographer II

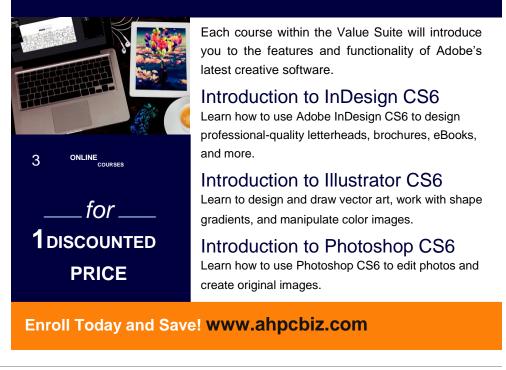
Photoshop Elements 13 for the Digital Photographer

Photoshop Elements 13 for the Digital Photographer II

Secrets of Better Photography

Travel Photography for the Digital Photographer

Adobe Online Course Value Suite



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BUSINESS

A to Z Grant Writing A to Z Grant Writing II -Beyond the Basics Accounting Fundamentals Accounting Fundamentals II Achieving Success with Difficult People Achieving Top Search Engine Positions Administrative Assistant Applications Administrative Assistant Fundamentals Advanced Grant Proposal Writing Becoming a Grant Writing Consultant **Building Teams That Work Business and Marketing Writing Business Finance for Non-Finance** Personnel Computer Skills for the Workplace Creating a Successful Business Plan **Distribution and Logistics Management** Effective Business Writing Effective Selling Fundamentals of Supervision and Management

Fundamentals of Supervision and Management II Get Assertive! Get Grants! Growing Plants for Fun and Profit High Performance Organization High Speed Project Management Individual Excellence Interpersonal Communication Introduction to **Business Analysis Introduction to** Google Analytics Introduction to Nonprofit Management Introduction to Stock Options Keys to Effective Communication Keys to Successful Money Management Leadership Learn to Buy and Sell on eBay Listen to Your Heart, and Success Will Follow Managing Customer Service Marketing Your Business on the Internet

PROJECT MANAGEMENT COURSES

PMI approved courses for professional development in project management!



Visit our website to learn more!

PMP Certification Prep 1

Begin a well-paying career as a project manager by preparing to take—and pass—the PMP[®] certification exam.

PMP Certification Prep 2

Prepare to take—and pass—the Project Management Institute's PMP[®] certification exam.

High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Project Management Fundamentals Gain the skills you'll need to succeed in the fast-growing field of project management.

Project Management Applications

Experienced project manager teaches you tricks of the project management trade.

learn more! www.ahpcbiz.com

Marketing Your Nonprofit Mastering Public Speaking Mastery of Business Fundamentals Nonprofit Fundraising Essentials **Personal Finance Professional Sales Skills** Project Management Applications **Project Management Fundamentals** Project Management Fundamentals II **Purchasing Fundamentals** Pursuing Professional Development Real Estate Investing **Resume Writing Workshop** Six Sigma: Total Quality Applications Skills for Making Great Decisions Small Business Marketing on a Shoestring Start and Operate Your Own Home-Based Business Start Your Own Arts and Crafts Business Start Your Own Edible Garden Start Your Own Gift Basket Business Start Your Own Online Business Start Your Own Small Business Starting a Consulting Practice Starting a Nonprofit Stocks, Bonds, and Investing: Oh, My! Supply Chain Management Fundamentals Talent and Performance Management The Analysis and Valuation of Stocks **Total Quality Fundamentals** Twelve Steps to a Successful Job Search Understanding the Human **Resources Function** Using Social Media in Business Where Does All My Money Go? Writing Effective Grant Proposals Advanced Microsoft Excel 2007 Advanced Microsoft Excel 2010

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COMPUTER APPLICATIONS

Advanced Microsoft Excel 2013 Advanced Microsoft Excel 2016 Intermediate Microsoft Access 2010 Intermediate Microsoft Access 2013 Intermediate Microsoft Access 2016 Intermediate Microsoft Excel 2007 Intermediate Microsoft Excel 2010 Intermediate Microsoft Excel 2013 Intermediate Microsoft Excel 2016 Intermediate Microsoft Word 2007 Intermediate Microsoft Word 2010 Intermediate Microsoft Word 2013 Intermediate Microsoft Word 2016 Intermediate Oracle Intermediate QuickBooks 2013 Intermediate QuickBooks 2014 Intermediate QuickBooks 2015 Intermediate QuickBooks 2016 Intermediate QuickBooks 2017 Introduction to Adobe Acrobat X Introduction to Crystal Reports Introduction to Microsoft Access 2010 Introduction to Microsoft Access 2013 Introduction to Microsoft Access 2016 Introduction to Microsoft Excel 2007 Introduction to Microsoft Excel 2010 Introduction to Microsoft Excel 2013 Introduction to Microsoft Excel 2016 Introduction to Microsoft Outlook 2010 Introduction to Microsoft Outlook 2013 Introduction to Microsoft PowerPoint 2010 Introduction to Microsoft PowerPoint 2013 Introduction to Microsoft PowerPoint 2016 Introduction to Microsoft Project 2010 Introduction to Microsoft Project 2013 Introduction to Microsoft Project 2016 Introduction to Microsoft Publisher 2010 Introduction to Microsoft Publisher 2013 Introduction to Microsoft Word 2007 Introduction to Microsoft Word 2010 Introduction to Microsoft Word 2013 Introduction to Microsoft Word 2016 Introduction to Oracle Introduction to PC Troubleshooting Introduction to QuickBooks 2013 Introduction to QuickBooks 2014 Introduction to QuickBooks 2015 Introduction to QuickBooks 2016 Introduction to QuickBooks 2017 Introduction to QuickBooks Online Introduction to Windows 10 Introduction to Windows 8 Keyboarding Microsoft Excel - Pivot Tables Performing Payroll in QuickBooks 2013 Performing Payroll in QuickBooks 2014 Performing Payroll in QuickBooks 2015 QuickBooks 2013 for Contractors QuickBooks 2015 for Contractors QuickBooks for Contractors 2014 What's New in Microsoft Office 2013

Keyboarding



Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

There's Still Time to Enroll: www.ahpcbiz.com

Microsoft Office Online Courses



Learn Microsoft Office in Six Weeks From Home!

Intro to Microsoft Word 2016 Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

Intro to Microsoft Excel 2016 Learn to use basic, intermediate, and advanced features of Microsoft Excel.

Intro to Microsoft PowerPoint 2016

Learn how to use Microsoft PowerPoint 2016 (now available through Office 365) to create professional-looking presentations using slide and layout masters that make global changes in a snap.

Intro to Microsoft Access 2016

Learn to build, edit, and maintain a database in Microsoft Access 2016, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information.

Intro to Microsoft Outlook 2016

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

Intro to Windows 10

Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser..

Visit our Website to find more courses!

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Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

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COMPUTER PROGRAMMING

Advanced CSS3 and HTML5 Advanced Web Pages Blogging and Podcasting for Beginners Creating Mobile Apps with HTML5 Creating Web Pages Intermediate C# Programming Intermediate CSS3 and HTML5 Intermediate Java Programming Intermediate PHP and MySQL Intermediate SQL Intermediate Visual Basic Introduction to ASP.NET Introduction to C# Programming Introduction to C++ Programming Introduction to CSS3 and HTML5 Introduction to Database Development

Introduction to Java Programming Introduction to JavaScript Introduction to PHP and MySQL Introduction to Programming Introduction to Python 2.5 Programming Introduction to Python 3 Programming Introduction to SQL

Introduction to Visual Basic Introduction to XML Mac, iPhone, and iPad Programming Responsive Web Design

CONSTRUCTION AND TRADES

Manufacturing Applications Manufacturing Fundamentals

Web Design Value Suite

This series of courses take you through the art of building web pages to coding in JavaScript, CSS3 and HTML5. You'll learn to plan content and structure including formatting text, building links, adding color, including graphics and tables, and developing areas of interactivity.

Creating Web Pages

If you've always wanted to learn how to create your own website, this course is for you! Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. Learn about the capabilities of the web and the fundamentals of web design.

Introduction to CSS3 and HTML5

In this course, you will learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques! Take your existing HTML skills to the next level and start building sites like the pros.



Introduction to JavaScript

This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Instructor-Facilitated 6-week

6-week format Flexible Pace

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HEALTH AND FITNESS

Become a Physical Therapy Aide

Become a Veterinary Assistant

Become a Veterinary Assistant II: Canine Reproduction

Become a Veterinary Assistant III: Practical Skills

Become an Optical Assistant

Certificate in Brain Health

Certificate in Complementary and Integrative Health

Certificate in End of Life Care

Certificate in Energy Medicine

Certificate in Food, Nutrition, and Health

Certificate in Gerontology

Certificate in Global Healing Systems

Certificate in Healing Environments for Body, Mind, and Spirit

Certificate in Healthy Aging

Certificate in Holistic and Integrative Health

Certificate in Holistic and Integrative Health: Foundations 1

Certificate in Holistic and Integrative Health: Foundations 2

Certificate in Holistic and Integrative Health: Foundations 3

Certificate in Infectious Diseases and Infection Control

Certificate in Integrative Mental Health

Certificate in Legal and Ethical Issues in Healthcare

Certificate in Meditation

Certificate in Mindfulness

Certificate in Music Therapy and Sound Healing

Certificate in Nutrition, Chronic Disease, and Health Promotion

Certificate in Pain Assessment and Management

Certificate in Perinatal Issues

Certificate in Spirituality, Health, and Healing

Certificate in Starting Your Own Business in Health and Healing

Certificate in Stress Management

Certificate in Violence Prevention and Awareness

Certificate in Women's Health Issues

- Explore a Career as a
- Pharmacy Technician
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Medical Coding
- Explore a Career in Medical Transcription
- Explore a Career in Medical Writing
- Explore a Career in Nursing
- **Genealogy Basics**
- Handling Medical Emergencies
- Happy and Healthy Pregnancy

Helping Elderly Parents

HIPAA Compliance

Introduction to Natural Health and Healing

Lose Weight and Keep It Off

Luscious, Low-Fat, Lightning-Quick Meals

Marriage and Relationships: Keys to Success

Medical Math

Medical Terminology II:

A Focus on Human Disease

Medical Terminology: A Word Association Approach Spanish for Medical Professionals Spanish for Medical Professionals II

Explore a Career in Healthcare ONLINE COURSE SUITE



PRICE

If you're considering a career in healthcare, this group of online courses will introduce you to three different opportunities within the industry.

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Enroll Today and Save! www.ahpcbiz.com

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ONLINE SHORT COURSES

HOSPITALITY

Secrets of the Caterer Start a Pet Sitting Business Wow, What a Great Event!

INFORMATION TECHNOLOGY

Advanced PC Security CompTIA Security+ Certification Prep 1 CompTIA Security+ Certification Prep 2 Intermediate Networking Introduction to Networking Introduction to PC Security Understanding the Cloud Wireless Networking

Introduction to Networking



Learn the fundamentals of networking and prepare for a career in a new and fastgrowing field.

There's Still Time to Enroll www.ahpcbiz.com

LANGUAGE

Beginning Conversational French Content-Based Instruction for Language Learners **Conversational Japanese Discover Sign Language** Easy English 1 Easy English 2 Easy English 3 Get Funny! Grammar for ESL Instant Italian Making the Most of Learner Dictionaries (American Edition) Making the Most of Learner Dictionaries (British Edition) Spanish for Law Enforcement Spanish for Medical Professionals Spanish in the Classroom Speed Spanish Speed Spanish II Speed Spanish III

LEGAL

Employment Law Fundamentals Explore a Career as a Paralegal Introduction to Criminal Law Legal Nurse Consulting Real Estate Law Workers' Compensation



Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in Spanish in no time.

There's Still Time to Enroll www.ahpcbiz.com

MATH AND SCIENCE

Human Anatomy and Physiology Human Anatomy and Physiology II Introduction to Algebra Introduction to Biology Introduction to Chemistry Introduction to Statistics Math Refresher

Introduction to Statistics



Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

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Suites and Series Bundles

LEARN FROM HOME



6 Week Format
24-Hour Access
Discussion Areas
Monthly start sessions

• Expert Instructor

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new.

SUITE BUNDLES

Accounting with Excel Suite Administrative Assistant Suite Adobe Value Suite Aging and Health Bundle Animal Lover Suite **Basic Computer Skills Suite Computer Networking Suite** Creative Writing Value Suite **Digital Marketing Suite** Easy English Bundle Entrepreneurship Suite **Event Planning Suite** Explore a Career in Healthcare Suite **Financial Analyst Suite** Global Health and Healing Bundle Grant Writing Suite

- Health and Well-Being Bundle Health Care Entrepreneurship Bundle Healthy Living Suite Healthy Relationships Suite Leadership Suite Medical Office Basics Suite Microsoft Office 2016 Value Suite Mind-Body Therapies Bundle New Career Suite New Manager Suite Nonprofit Management and Grant Writing Suite Nonprofit Suite Nutrition and Health Bundle Pain Management and End of Life Bundle Photography Suite
- Presentation Skills Suite Project Management Suite Reading Strategies Suite Real Estate Suite Sales Training Suite Self-Improvement Suite Small Business Suite Small Business Suite Stock Trading Suite Stock Trading Suite Supply Chain Suite Web Design Value Suite Women's Health Bundle Workplace Law Essentials Value Suite

SERIES BUNDLES

A to Z Grant Writing Series Medical Spanish Series QuickBooks 2016 Series QuickBooks 2017 Series Accounting Fundamentals Series Medical Terminology Series C# Programming Series Microsoft Access 2016 Series SAT/ACT Prep Series Creating WordPress Websites Series Microsoft Excel 2016 Series **Speed Spanish Series** Educator's Fundamentals Series Microsoft Word 2016 Series SQL Series Grammar Refresher Series **Oracle Series** Supervision and Management Series **GRE Prep Series** PHP and MySQL Series **Teaching ESL Series** HTML and CSS Series **Project Management Fundamentals Series** Veterinary Assistant Series Human Physiology Series Project Management Professional (PMP) Visual Basic Series Java Programming Series **Prep Series**

Instructor-Facilitated

6-week format Flexible Pace

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ONLINE SHORT COURSES

TEACHER PROFESSIONAL DEVELOPMENT

- An Introduction to Corpora in English Language Teaching
- An Introduction to Language Assessment in the K-12 Classroom
- An Introduction to Task-based Teaching
- An Introduction to Teaching English to Young Learners
- An Introduction to Teaching ESL/EFL
- Assessing Language Ability in Young Adults and Adults
- Common Core Standards for English Language Arts K-5
- Communicative Teaching for the ESL/EFL Classroom
- Content Literacy: Grades 6-12
- Creating a Classroom Website
- **Creating Classroom Centers**
- Creating the Inclusive Classroom: Strategies for Success
- Developing ESL/EFL Listening Comprehension
- Differentiated Instruction in the Classroom
- Differentiating K-12 Assessments
- **Empowering Students With Disabilities**
- Enhancing Language Development in Childhood
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Guided Reading: Strategies for the Differentiated Classroom
- Homeschool With Success
- Integrating Technology in the Classroom

TEST PREP

Advanced CompTIA A+ Certification Prep Basic CompTIA A+ Certification Prep CompTIA Network+ Certification Prep GMAT Preparation GRE Preparation - Part 1 (Verbal and Analytical) GRE Preparation - Part 2 (Quantitative) Intermediate CompTIA A+ Certification Prep LPI Linux Essentials Exam Prep LSAT Preparation - Part 1

- Language Learning Technologies for K-12 Teachers
- Merrill Ream Speed Reading
- Microsoft PowerPoint 2013 in the Classroom
- Practical Ideas for the Adult ESL/EFL Classroom
- Ready, Set, Read!
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Survival Kit for New Teachers
- Teaching Adult Learners
- Teaching High School Students
- Teaching Lexically
- Teaching Math: Grades 4-6
- Teaching Preschool:
- A Year of Inspiring Lessons
- Teaching Science: Grades 4-6
- Teaching Smarter With SMART Boards Teaching Students With ADHD
- LSAT Preparation Part 2 Praxis Core Preparation Prepare for the GED Math Test Prepare for the GED Test Project Management Professional (PMP) Prep I Project Management Professional (PMP) Prep II SAT/ACT Prep Course - Part 1 SAT/ACT Prep Course - Part 2

- Teaching Students With Autism: Strategies for Success
- Teaching Students With Learning Disabilities
- Teaching Writing: Grades 4-6
- Teaching Writing: Grades K-3
- The Creative Classroom
- The Differentiated Instruction and Response to Intervention Connection
- **Understanding Adolescents**
- Using the Internet in the Classroom

WRITING

Advanced Fiction Writing Beginner's Guide to Getting Published Beginning Writer's Workshop Fundamentals of Technical Writing Grammar Refresher Grammar Refresher II How to Make Money From Your Writing Introduction to Internet Writing Markets Introduction to Journaling Introduction to Screenwriting Mystery Writing Publish and Sell Your E-Books **Research Methods for Writers** Romance Writing The Craft of Magazine Writing The Keys to Effective Editing Travel Writing Write and Publish Your Nonfiction Book Write Effective Web Content Write Fiction Like a Pro Write Your Life Story Writeriffic: Creativity Training for Writers Writing Essentials Writing for Children Writing for ESL Writing the Fantasy Novel Writing Young Adult Fiction

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