



INSTRUCTOR-LED ONLINE COURSES

BUNDLE DEALS!

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 course sessions monthly. Visit our website to view start dates for the courses that interest you.

Course Features:

- [24-Hour Access](#)
- [Online Discussion Areas](#)
- [6 Week Format](#)
- [Expert Instructor](#)
- [Monthly start sessions](#)

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

ENROLL NOW!

Microsoft Office 2016 Value Suite

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Quickbooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Excel 2016 Series

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

Writing and Editing Value Series

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Vet Assistant Series

Practicing veterinarian prepares you to work in a veterinary office or hospital.

SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

Supervision and Management Series

Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.