

ONLINE CLASSES



SPRING CLASSES

These **high-quality courses** are **taught by industry experts** and designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development**. Our online classroom is informative, convenient, and highly interactive.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Introduction to Microsoft Excel 2016

Become proficient in using Microsoft Excel 2016 (now available through Office 365) and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Speed Spanish

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

Grammar Refresher

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

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.

Introduction to SQL

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

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.

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.

Introduction to Microsoft Excel 2013

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Microsoft Excel 2016 Series

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

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.

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



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