

# ONLINE COURSES

Learn from the comfort of home!

anytime, anywhere...  
just a click away!

Our online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more.

**You can complete any course entirely from your home or office, any time of the day or night.**

**Courses include:**

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Monthly start sessions

## **A to Z Grant Writing**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

## **Computer Skills for the Workplace**

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

## **Creating WordPress Websites**

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

## **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).

## **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.

## **Grammar Refresher**

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

## **Keys to Effective Communication**

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

## **Human Anatomy and Physiology**

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

## **Intro to Microsoft Excel 2016**

Become proficient in Microsoft Excel 2016 and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

## **Intro to PC Troubleshooting**

Learn to decipher and solve almost any problem with your PC.

## **Intro to QuickBooks Online**

Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and more.

## **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.

**For more information or to enroll visit:**