

# ONLINE COURSES

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 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 Microsoft Excel 2019/Office 365**

Knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

## **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.

### **Microsoft Excel 2019/Office 365 Series**

Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

## **Speed Spanish**

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

## **Introduction to SQL**

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

## **Accounting Fundamentals**

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

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

Enroll or view all our online courses at: