

# 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**

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

## **Introduction to Microsoft Excel 2019/Office 365**

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 Series**

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

## **Grammar Refresher**

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

## **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.

*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: