ONLINE 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.

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.

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.

Grammar Refresher

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

Accounting Fundamentals

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

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.

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.

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.

Speed Spanish

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

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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